

On-the-Job Training Program Manual



External EEO and OJT
South Carolina Department of Transportation
PO Box 191, Columbia, SC 29201

Dear Contractor:

I would like to thank you for engaging in business opportunities with the South Carolina Department of Transportation. As you are aware, all federal-aid construction contracts require that the contractors have an on-going On-the-Job Training Program in order to raise the skill level of the industry employees. In addition, most federal-aid projects contain the Training Special Provision in which SCDOT assigns a specific number of On-the-Job Training slots to a project.

In an effort to assist you with implementing your own On-the-Job Training Program and with completing the Training Special Provision requirements on projects, we have developed a standardized On-the-Job Training Program Manual. All contractors awarded projects within the state of South Carolina will use this manual when fulfilling the Training Special Provision requirements. In addition, contractors may follow the guidelines of this Manual for implementing a general On-the-Job Training Program for their firms. We developed this manual as a convenience for contractors, and I hope you will find it very useful.

I appreciate your cooperation in implementing these worthwhile training programs. If you have any questions, please contact Nicole B. Edwards, External EO & OJT Program Coordinator, by telephone at (803) 737-6428 or by e-mail at EdwardsNB@scdot.org.

Again, thank you for working with our agency to enhance the transportation system in South Carolina.

Sincerely,



Arlene Prince
Director
Office of Business Development
and Special Programs



Key Points For Quick Reference

TRAINING SPECIAL PROVISION (TSP) REQUIREMENTS

- ❖ The following items should be sent directly to the SCDOT OJT Program Coordinator:
 - Annual Update Form
 - Initial Training Schedule
 - Enrollment Forms
 - Request to Pay
- ❖ The following items must be sent to the Resident Construction Engineer (RCE)
 - Monthly Training Status Reports
 - Trainee Termination Report
 - Completion Certificates
- ❖ No trainee may begin accumulating training hours until his/her enrollment has been approved by the SCDOT OJT Program Coordinator or designee.
- ❖ Arrangements must be made with the SCDOT OJT Program Coordinator or designee ahead of time for transfer hours to be counted toward the training requirement.
- ❖ On each project, the following guidelines are used for evaluating the eligibility of trainees:
 - 60-70% must be in at least one of the following categories: female, minority, or economically disadvantaged (as defined on the enrollment form)
 - 50% or more should be “new hires”-defined as someone who has been with the firm for 6 months or less
- ❖ The forms and reports in this manual may be reproduced for your use; these forms and reports are also available by e-mail or on the SCDOT web page (www.scdot.org).
- ❖ Reimbursement for training is not made until all training requirements have been fulfilled or until the project is completed, whichever one comes first.
- ❖ We evaluate whether or not the training requirement has been met by looking at whether the number of people listed in the Training Special Provision section of the contract has been trained, NOT whether the number of hours listed in the line item section of the contract has been met.
- ❖ The SCDOT On-the-Job Training staff is eager to assist you with any questions or concerns that you have with meeting the OJT requirements on a project.

Key Points for Quick Reference

GENERAL ON-THE-JOB TRAINING (OJT) REQUIREMENTS

- ❖ No items should be sent to SCDOT personnel, unless specifically requested during a review of the contractor's equal opportunity practices.
- ❖ No trainee may begin accumulating training hours until after he/she is properly enrolled in the company's training program.
- ❖ The forms and reports in this manual may be reproduced for your use; these forms and reports are also available by e-mail or on the SCDOT web page (www.scdot.org).
- ❖ NO reimbursement for training is made for the contractor's general OJT. Reimbursement is made only when training is done to meet Training Special Provision (TSP) requirements and when the training is conducted according to the guidelines set forth in the "Procedures for Meeting Training Special Provision Requirements."
- ❖ The SCDOT On-the-Job Training staff is eager to assist you with any questions or concerns that you have with meeting the OJT responsibilities.

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Bulldozer – General	720 hours
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Carpenter Helper-Bridge	1040 hours
Carpenter—Road.....	1040 hours
Cold Feed Attendant (Asphalt Plant)	520 hours
Concrete Finisher	1040 hours
Concrete Finishing Machine Operator	1040 hours
Concrete Paver Operator	1040 hours
Concrete Plant Operator	1040 hours
Concrete Saw Operator	1040 hours
Concrete Spreader Operator	1040 hours
Concrete Technician	520 hours
Construction Field Office Assistant	720 hours
Crane, Dragline, and Shovel Operator -- Over 1 Yard	2080 hours
Crane, Dragline, and Shovel Operator -- 1 Yard and Under	1040 hours
Crane Operator—Hydraulic	1010 hours
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Lab Technician	1040 hours
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Loader Operator	520 hours
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Milling / Planning Machine Operator	1040 hours
Motor Grader Operator – Fine Grade	1560 hours
Motor Grader Operator – Rough Grade	1040 hours
Office Computer Technician	600 hours
Painter – Bridge	720 hours
Painter – Roadway	720 hours
Piledriver Leadsperson	1040 hours

Piledriver Operator	720 hours
Pipelayer	520 hours
Power Tool Operator	720 hours
QC Technician – Plant Lab	1040 hours
QC Technician – Roadway	1040 hours
Rodperson ***New Hire Trainee Only***	230 hours
Roller Operator – Finish	1040 hours
Roller Operator – General	1040 hours
Roller Operator – Soil / Subbase Compaction	520 hours
Safety Boat Operator	620 hours
Scraper	520 hours
Screed – Asphalt	520 hours
Sign Erector	1040 hours
Slip-Form Paver Operator	720 hours
Stabilizer Operator / Road Mixer Operator	520 hours
Stone Spreader Operator	520 hours
Superintendent—Grading	2000 hours
Survey Office Technician	520 hours
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Truck Driver – Single-Rear Axle	520 hours
Water Wagon	520 hours
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Welder	1040 hours

Goals For On-the-Job Training

The goals of the South Carolina Department of Transportation On-the-Job Training Program (SCDOT OJT Program) are as follows:

- a. To increase the number of trained employees working in highway construction,
- b. To provide a training program that contractors may utilize for meeting their requirement to have an approved, active training program that is administered in an equal opportunity manner, as described in FHWA 1273 “Supplemental Provisions—Required Contract Provisions Federal Aid Construction Contracts.”
- c. To be used as the structured program for meeting the federal requirements for training on Federal-Aid Highway Construction Projects, as described in 23 CFR Part 230 and as outlined in the “Specific Equal Employment Opportunity Responsibilities Training Special Provisions” section of the contracts. Hereafter, the abbreviation “TSP” will be used to indicate times when guidelines outlines refer only to times with this On-the-Job Training Program is being used in fulfillment of specified Training Special Provision training slots.

The following guidelines for the training program are necessary to assure the accomplishment of these goals.

If the SCDOT makes any changes to this training program, SCDOT will notify the contractor of the changes and of the time schedule for the implementation of those changes.

SCDOT On-the-Job Training Personnel

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Procedures for TRAINING SPECIAL PROVISION Requirements

NOTE:

This section contains the guidelines for when On-the-Job Training is being done in fulfillment of a Training Special Provision in a contract.

For general On-the-Job Training guidelines, i.e. for a firm to use anytime except when the training is being done in fulfillment of the Training Special Provision requirements, please skip to the section entitled "Procedures for General On-the-Job Training" in the next section of the Manual.

1. On-the-Job Training Annual Update

- a. All prime contractors on Federal Aid Projects that contain the Training Special Provisions will secure from the SCDOT OJT Program Coordinator a copy of the SCDOT Standardized On-the-Job Training Program Manual, hereafter referred to as the "OJT Manual."
- b. The contractor must designate someone within the company as the person primarily responsible for the administration and coordination of this OJT Program, hereafter referred to as the "Company OJT Coordinator." The name and title of this person must be reported to the SCDOT OJT Program Coordinator as part of the annual update and whenever there is a change in the person responsible.
- c. All individuals (both office and field workers) who are involved in the training process should read the OJT Manual and have easy access to a copy of the manual so that they are familiar with the procedures.
- d. When the company first begins using the OJT Manual and again by the standard annual update deadline, the Company OJT Coordinator will submit to the SCDOT OJT Program Coordinator a signed copy of the "On-the-Job Training Program Annual Update Form," Form A-04, pp. 26-28. Submission of this form covers all projects on which the contractor is/will be training for the entire year.

2. The Initial Training Schedule for A Project

- a. A plan must be prepared for how the training slots will be used on each specific project, although it may be necessary to make changes later in the project.
 - i. The trainees will be distributed among the work classifications on the basis of the company's needs and the availability of skilled workers in the various classifications within a reasonable area of recruitment.
 - ii. The prime contractor may choose to have a subcontractor fill some of the training slots. (For further explanation of this process, please see "6. When a Subcontractor Does Some of the Training" below, p. 17.)
- b. The Initial Training Schedule should be submitted on the "On-the-Job Training—Initial Training Schedule" form (B-04). (See "Forms and Reports" section, pp. 29-31.)
- c. The "Initial Training Schedule" form should be submitted directly to the SCDOT OJT Program Coordinator for approval. To expedite the process, this information may be faxed (803-737-2021).
- d. Once approved by the SCDOT OJT Program Coordinator, a copy of the "Initial Training Schedule" stamped "APPROVED" will be mailed to the prime contractor and to the Resident Construction Engineer (RCE).
- e. According to federal guidelines, this training schedule must be approved by SCDOT prior to work beginning on the project. (23 CFR Part 230)
- f. During the course of the project, a request for changes to the training schedule may be made to the SCDOT OJT Program Coordinator.

3. **Trainees:** Recruitment, Selection, Transfers, Compensation, and Responsibilities:

a. Recruitment of Trainees

- i. When a project manager (the person with daily oversight of the on-site operations) has openings for trainees, he will recruit and interview prospective persons for these training assignments.
 - (1) When the employer has an interested employee who is capable of being upgraded, he may counsel the employee in the availability of the OJT Program and enroll him in the same if the employee so desires and if there are openings for “upgrade” trainees.
 - (2) Both the project manager and the company’s home office are responsible to develop and maintain close liaison with resources for recruiting trainees, especially those that could refer female or minority persons. These resources shall include, but not be limited to, the following: local employment offices, public schools, local community action programs, other federal training programs, and other local minority group or female organizations,
- ii. In the event that a prospective trainee cannot be used on the manager’s project, he will refer the necessary information to the company’s home office for screening and possible use on another project that the company has under contract.

b. Selection of trainees

- i. **“Female” / “Minority” / “Disadvantaged”:** 60-70% of the trainees on each project should be females, minorities and/or economically disadvantaged individuals (as per the definition of “Disadvantaged” which is attached to the Enrollment Form).
- ii. **“New Hire” / “Upgrade”:** Of the trainees on a project, 50% or more of the trainees will be individuals who are considered “New Hires” for the company.
 - (1) A “New Hire” trainee is someone who had been employed by the firm for 6 months or less. This would include anyone who has been working for the firm for 6 months or less, as well as someone who has been hired specifically for the purpose of being a trainee on this project. The remaining trainees (up to 50%) may be established unskilled employees training to be upgraded.
 - (2) An “Upgrade” trainee would be someone who has worked for the company for more than 6 months, either in the same capacity that entire time, or in a variety of lower skilled positions.

iii. **“New Hire Only” classifications:**

Because of the low skill level required in the following classifications, these classifications, and any others labeled “ *** New Hire Trainee Only, *** “ must be filled by a “New Hire” trainee:

- (a) Lute Person / Asphalt Raker
- (b) Rodperson
- (c) Weigher-Truck Scales

iv. **Restricted from OJT training:** No person shall be enrolled for training under this program in any classification in which he/she has

- (1) Completed a training course leading to full-fledged industry standards for that classification OR
- (2) Been employed as (and paid as) an employee capable of full-fledged industry standards.
- (3) Temporary employees are ineligible to participate in the On-the-Job Training Program as part of contractor’s fulfillment of the Training Special Provision requirements.

v. **Discrimination:** This training program is not intended, and shall not be used, to discriminate against any applicant for training, whether he is a member of a minority group or not. The contractor is free to train any of his employees that he desires, but in order for the training to count toward the Training Special Provision requirement on a project, the guidelines set forth in this section must be met.

c. Enrollment of Trainees

i. Trainees may not accumulate training hours until after their enrollment has been approved by the SCDOT OJT Program Coordinator.

ii. The “OJT Trainee Enrollment Form” includes 2 pages, which may be printed front and back or as two separate pages:

- (1) The first side requests information about the person seeking to be enrolled in training. (See sample form on pp. 34-36)
- (2) The second side lists information giving the SCDOT “Definition of Disadvantaged.” This definition should be used by all applicants when deciding whether to check “yes” or “no” for the question inquiring whether or not the person is disadvantaged. (See sample on pp. 35.)

iii. Close to the time that an employee will begin training, submit a signed “OJT Trainee Enrollment Form” directly to the SCDOT OJT Program Coordinator. If training is expected to begin in less than 2 weeks, please FAX the enrollment form directly to our office.

- (1) All information must be completed on the Enrollment Form.
- (2) All signatures must be present on the Enrollment Form.

iv. Approval for a trainee is given on a project-by-project basis. Approval for a person to train on one project does not assume approval for the same person to train on another project.

- v. Additional details on the Enrollment Form and a sample copy of the Enrollment Form (C1-04 and C2-04) are available in the “Forms and Reports” Section, pp. 34-36.

d. Transfer of trainees

i. **General guidelines for transferring trainees**

- (1) All trainee transfers must be approved by the SCDOT OJT Program Coordinator prior to the trainees' hours being counted toward the goal.
- (2) The accumulated number of hours worked will be counted from all jobs in calculating when the trainee has completed the number of hours of training required for the classification.
- (3) A significant portion of the required training hours should be conducted on the project on which the trainee is enrolled for training.
- (4) The contractor's reimbursement for the hours worked will be calculated and paid on the specific project on which the hours were worked, provided both of the following criteria are met:
 - (a) The trainee completed a total of more than ½ of the training hours required for the classification in which he is training AND
 - (b) The trainee accumulated a significant number of hours of training on that particular project.
- (5) Three separate types of transfers are detailed below:
 - (a) A trainee may be transferred from one training project to another training project.
 - (b) A trainee may be dual enrolled on two different projects containing the Training Special Provision.
 - (c) A trainee may accumulate transfer hours from other projects that do not contain the Training Special Provision.

ii. **A trainee may be transferred from one training project to another project with the Training Special Provision (TSP):** (NOTE: usually this is a situation where the training opportunities on one project are ended before the trainee has completed all of the required training in his/her classification.)

(1) General guidelines to follow:

- (a) If a significant portion of the training is done on two different projects, training can be counted toward the training requirement on both projects. However, if only a small portion of the hours are worked on the second project, the trainee will not be able to be counted as filling a training slot on the second project.
- (b) Complete a Trainee Termination Report on each trainee when he/she changes from one project to the other, marking “TF” as the reason for termination and recording the number of the OJT project to which the trainee is being transferred. The termination report from the first project also serves as the enrollment form for the second project. Check with the SCDOT OJT Program Coordinator if any different procedures should be followed.
- (c) A separate Monthly Training Status Report (MTSR) will be filled out for each project on which the trainee is enrolled. The hours from the first project will be recorded as transfer hours in row 16a

of the Monthly Training Status Report. Rows 11 and 12 should include only the hours of training done on the new project.

- (d) The Monthly Training Status Report will be filed with the RCE for the new project on which the training is being done.

(2) Example

- (a) If a trainee is training as a Roller Operator (1040 hours) and he
- (i) Works 650 hours on project ABC and then
 - (ii) Is transferred to project XYZ where he completes the remaining 390 hours.

(b) Then

- (i) The MTSR for Project XYZ will be completed as follows:

Row No.	Hours of training	July 2003	August 2003	September 2003
11	Provided during month on this project	100	200	90
12	Provided to date on this project	100	300	390
13	Total accumulated hours transferred from other project	650	650	650
14	Remaining to complete training program	290	90	0
15	Training received during this month on other projects Trainee transferred 650 hours from Project ABC			

- (ii) The trainee will have completed his training because he will have completed the 1040 hours
- (iii) The contractor will be reimbursed as follows (provided the full training requirement has been met on both projects):
 - 1) When Project ABC is completed, the contractor will be reimbursed for 650 hours and the trainee will be counted as filling one of the training slots
 - 2) When Project XYZ is completed, the contractor will be reimbursed for 390 hours and the trainee will be counted as filling one of the training slots.

- iii. **A trainee may be enrolled simultaneously on two different projects containing the Training Special Provision** (NOTE: usually this is arranged only if the training classification requires training for a larger number of hours than what can be completed on one project—e.g. foreman)

(1) General guidelines to follow:

- (a) The trainee must be able to accumulate a significant number of training hours on each project in order to be counted as filling one of the training slots on each project.
- (b) A Trainee Enrollment Form must be submitted for both projects, and the enrollment forms must be labeled in large letters “DUAL ENROLLMENT.”

- (c) A separate Monthly Training Status Report (MTSR) will be filled out for each project on which the trainee is enrolled. Only hours worked on that project should be recorded in rows 11 and 12; hours on the “other” project would be in row 13 and box 15.
- (d) Each Monthly Training Status Report will be submitted to the RCE for the project whose number is at the top of the Report.
- (e) Payment is made on each project for the hours worked on that project only (provided all of the other payment requirements have been met).

(2) Example

- (a) If a trainee is dual enrolled as Roller Operator (1040 hours required) on Project ABC and Project XYZ, and has accumulated hours as follows:
 - (i) Jan: 100 hrs. on ABC and 60 hrs. on XYZ
 - (ii) Feb: 150 hrs. on ABC and 0 hrs. on XYZ
 - (iii) Mar: 50 hrs. on ABC and 100 hrs. on XYZ
- (b) Then
 - (i) The MTSR for those 3 months would look like the following:

March MTSR for Project ABC—to be submitted to RCE for ABC

Row No.	Hours of training	Jan 2004	Feb 2004	Mar 2004
11	Provided during month on this project	100	150	50
12	Provided to date on this project	100	250	300
13	Total accumulated hours transferred from other project	60	60	160
14	Remaining to complete training program	880	730	580
15 Training received during this month on other projects Trainee trained 100 hrs. on Project XYZ				

March MTSR for Project XYZ—to be submitted to RCE for XYZ

Row No.	Hours of training	Jan 2004	Feb 2004	Mar 2004
11	Provided during month on this project	60	0	100
12	Provided to date on this project	60	60	160
13	Total accumulated hours transferred from other project	100	250	300
14	Remaining to complete training program	880	730	580
15 Training received during this month on other projects Trainee trained 50 hrs. on Project ABC				

- (ii) The trainee will complete his training when the combined training hours total 1040 hours
- (iii) The contractor will be reimbursed as follows (provided the full training requirement has been met on both projects and provided the trainee has completed the training in the classification):
 - 1) When Project ABC is completed, the contractor will be reimbursed for the hours trained on that project and the trainee will be counted as filling one of the training slots, since he has completed a significant portion of the training on that project.
 - 2) When Project XYZ is completed, the contractor will be reimbursed for the hours trained on that project and the trainee will be counted as filling one of the training slots if he continues to train a significant amount of time on that project.

iv. **A trainee may accumulate training hours from projects on which he/she is not filling a training slot**

(1) General guidelines to follow:

- (a) **Trainee can receive no more than 25% of the total number of required training hours from another project.**
- (b) This procedure is used in situations where the trainee is working in his/her training classification but on a project (or projects) other than the one on which he/she is enrolled as a trainee
 - (i) The “other project” could be another SCDOT project that does not require training or it could be any other project that the contractor has
 - (ii) The “other project” could be one project, or it could be several different projects
 - (iii) It is NOT required that the “other project” contain the Training Special Provision in order for the hours of training to be counted toward the total needed for the classification
- (c) This procedure is used in situations where the employee is pulled to another project for a period of time but is expected to be back on the project on which he/she is enrolled for training. It is important that most of the training be conducted on the project on which the trainee is enrolled.
- (d) Copies of the certified payrolls must be attached to the Monthly Training Status Report in order to verify all hours worked on projects other than the one on which the trainee is enrolled. (Certified payrolls are not needed for the hours worked on the project on which the trainee is enrolled.)
- (e) Only the hours worked on the project on which the trainee is enrolled will be counted when paying for the hours of training provided on the project.

(2) Example

(a) If Trainee is training as a Roller Operator (1040 hours) and he has done his training as follows:

- (i) Enrolled on Project ABC; completed 500 hours of training
- (ii) Completed 100 hours on Project XYZ that has training slots
- (iii) Completed 140 hours on private project A
- (iv) Completed 300 hours on private project B

(b) Then

- (i) The Monthly Training Status Report will be completed as indicated below:

Row No.	Hours of training	July 2003	August 2003	September 2003
11	Provided during month on this project	80	100	50
12	Provided to date on this project	350	450	500
13	Total accumulated hours transferred from other project	350	400	540
14	Remaining to complete training program	340	190	0
15 Training received during this month on other projects Trainee completed 75 hrs. on Project A, 65 hours on Project XYZ				

- (ii) Certified payrolls are attached to the Monthly Training Status Report to verify hours on all projects that the trainee is not enrolled on as an OJT Trainee.
- (iii) Submit the Monthly Training Status Report (with attached payrolls) as follows:
 - 1) If training is still being done on the original project, follow the usual procedure of submitting the MTSR to the RCE over the project on which the trainee is enrolled.
 - 2) If the training work on the original project has been completed, the MTSR should be sent directly to the SCDOT OJT Program Coordinator.
- (iv) The trainee will have completed his training because he will have accumulated the 1040 hours required
- (v) The trainee will be counted as filling one of the training slots on Project ABC because he did complete the training requirement on other projects
- (vi) The trainee will NOT be counted as a trainee on Project XYZ because he did not train for sufficient time to be considered a trainee on that project.
- (vii) When the project is completed, AND if the full training requirement has been met on the project,
 - 1) The contractor will be reimbursed for the 500 hours of training that were done on the project.
 - 2) The contractor will NOT be reimbursed for the 540 hours of training that were done on Project XYZ or Project A.

e. Compensation of Trainees

i. The company will pay, as a minimum, the wage rate as listed below:

- (1) 60% of the appropriate minimum rate specified in the contract for an employee meeting full-fledged industry standards for that classification, for the first half of the training period.
- (2) 75% of the appropriate minimum rate specified in the contract for an employee meeting full-fledged industry standards for that classification, for the third quarter of the training period.
- (3) 90% of the appropriate minimum rate specified in the contract for an employee meeting full-fledged industry standards for that classification, for the last quarter of the training period.
- (4) 100% of the appropriate minimum rate specified in the contract for an employee meeting full-fledged industry standards for that classification, once the training is completed.
- (5) **NOTE:** If these percentages result in a wage rate less than the fair wage minimum established by the Fair Wage Standards Act, the fair wage minimum will apply.

ii. The contractor will provide the same workweek and overtime benefits for the trainee as are provided for skilled operators and craftsmen. Where overtime hours are used for OJT, they will be credited to the accumulated training hours as the actual hours worked.

f. The Trainee's Responsibilities to the Employer: The trainee must be notified that he/she has the following responsibilities while he/she is enrolled in the training program. It is recommended, though not required, that the trainee sign a copy of the following statement at the time he/she is enrolled as a trainee:

The trainee's responsibilities to the employer: The trainee is to consider him/herself as an employed worker, which means he/she is to

- Perform diligently and faithfully the work of the classification and other pertinent duties assigned to the trainee in accordance with the provisions of the training schedule.
- Respect and protect the property and equipment of the company.
- Abide by the working rules and regulations of the company.
- Develop safe working habits, including conducting him/herself in such a manner that will assure his/her own safety and the safety of all co-workers.
- Conduct him/herself in a creditable, ethical, and moral manner, realizing that much time, money, and effort is spent to afford him/her an opportunity to become a skilled worker.
- Notify his/her immediate supervisor if anything should happen which will adversely affect his/her employment or training or at any point when a change in his/her training status is anticipated.

4. Responsibilities of The Employer: Home Office, Field Project Manager, The Trainer, and the Training Process

a. The Home Office

- i. As far as is possible, the manager and the home office shall attempt to follow up on drop-outs in an effort to determine the trainee's reason for leaving the program. If corrective action is necessary, the contractor must take these actions so as to prevent future drop-outs and to eliminate any pattern or common factors which may be influential in the training of trainees.
- ii. The firm will provide continuous employment for the trainee, insofar as it is possible, even though it may mean the trainee not be "in training" for certain periods of time. Only "training hours" worked should be credited to the training period and reported on the report forms.
- iii. The contractor will provide the trainee with all of the necessary forms and progress reports, as indicated in the "Forms and Reports" section of the manual.

b. Project Manager's responsibilities to a trainee

- i. For the purposes of the training program, "Project Manager" is defined as the person with the highest level of authority who supervises the daily work for the contractor on the project site; this person will be found on the project site during most of the day, on most work days.
- ii. Each project manager is responsible for oversight of all training on his/her job.
- iii. The project manager must enroll the applicant in the OJT Program on the OJT Enrollment Form (see "Forms and Reports" section pp. 32-35).
 - (1) The "Definition of Disadvantaged" must be available to trainees when they are completing the enrollment form in order to assure that all enrollees answer the "Disadvantaged?" question knowledgeably and appropriately.
 - (2) No trainee should begin training work until he is properly enrolled and approved.
- iv. The project manager should provide the trainee with a copy of the training description breakdown for the classification in which he/she is being trained and a copy of the minimum pay rates approved for that classification.
- v. The project manager must advise the trainee of his/her responsibilities to his/her employer (see "3.f." above on p. 11).
- vi. The project manager is responsible to maintain personal contact with the trainee throughout the training period, including assisting him/her in solving problems (e.g. transportation, clothing, etc.) that might hinder his/her progress in training and employment.

c. *The Trainer's Responsibilities*

- i. The trainer for each trainee should be carefully selected from the available foremen or other employees in that classification who have achieved full-fledged industry standards. The best "on-the-job" trainer may not be the person with the most formal education or the highest supervisory position. It may not even be the person who is the "best" at the selected skill.
- ii. The trainer should be
 - (1) Competent,
 - (2) Knowledgeable of training theory and practice,
 - (3) Familiar with working with training conditions as they actually exist on the job, AND
 - (4) Knowledgeable of inter-racial relations.
- iii. The trainer should implement the following principles of training theory and practice during the course of the training:
 - (1) Properly motivate the trainee, including the use of positive reinforcement and encouragement to reward good job performance.
 - (2) Keep the trainee informed of his/her progress, verbally and through providing him/her with a copy of the Monthly Training Status Report.
 - (3) Encourage feedback from the trainee by presenting a non-threatening attitude.
 - (4) Keep the trainee actively involved, so that he/she is able to learn by doing.
 - (5) Use spaced repetition, since it is more effective than attempting to learn everything at once.
 - (6) Use realistic goal setting.

d. *Guidelines for the Training Process:*

- i. The training hours will be distributed according to the breakdown of the training description for that classification. Contractor must maintain a weekly training log to be used to track the appropriate distribution of the training hours included in the Training Outline. Excel spreadsheets and Word documents to assist in tracking the appropriate distribution of training hours are available from the OJT Program Coordinator at the SCDOT Office.
- ii. Monthly Training Status Reports (MTSR's) must be filled out monthly for each trainee working on each project and submitted to the Resident Construction Engineer (RCE) for that project by the 10th of each month.
 - (1) See "Monthly Training Status Report" in "Forms and Reports" section, pp. 37-40, for a copy of the form.
 - (2) See specialized examples under 3.d. "Transfer of Trainees," pp. 6-10.
- iii. The company must advise SCDOT immediately if a trainee is terminated either by discharge, by voluntarily withdrawing from the program, by layoff, or by successful completion of the program, using the "Termination Form" in "Forms and Reports" section, pp. 41-43.

- iv. If a trainee terminates from training before completing 50% or more of the training in the training classification, the contractor must enroll a new trainee as soon as possible to fill the training slot. If it is preferable to train an employee in a different classification at that time, arrangements may be made with the SCDOT OJT Program Coordinator to change the training classification.
- v. If a trainee is unable to complete his/her training on the assigned project, and if the trainee has been progressing satisfactorily,
 - (1) The manager will notify his/her home office so that every effort can be made to place the trainee on another construction project in order to complete the training with minimal interruption.
 - (2) If such an arrangement is possible, the employer will notify the SCDOT OJT Program Coordinator to request permission to transfer the trainee to complete his/her training on the new project.
 - (3) If the new project also has a training requirement on it, and if a significant amount of training remains to be done, the employer may request that the trainee be enrolled as one of the required trainees on the second project. However, if only a few hours of training remain to be done, the transferred trainee may not be counted as one of the required trainees on the project. (See 3.d. "Transfer of Trainees," pp. 6-10, for more details.)

5. SCDOT Responsibilities

a. Assure compliance with the Training Special Provisions Training Requirement

Since the Training Special Provision requirement is a part of the contract for the project, the SCDOT OJT Program Coordinator is authorized to take the following measures to assure the Contractor's compliance with this part of the contract:

- i. The SCDOT OJT Program Coordinator may issue a "Stop Pay Memo" on a project if the contractor shows repeated failure to cooperate and comply with the training requirements and procedures.
- ii. A contractor's persistent failure to cooperate and comply with training requirements can result in the contractor being restricted from bidding on future projects for a specified period of time.

b. On-Site Reviews

- i. The SCDOT OJT Program Coordinator or designee may conduct on-site reviews to monitor contractor compliance with program requirements and to evaluate the progress of trainees.
- ii. Reviews will be arranged in advance with the contractor to assure that the trainees are on site during the time of the review.
- iii. Interview of the trainees and their trainers will be conducted during the review.
- iv. Office procedures may also be checked to make sure that training is being done according to guideline requirements.

c. Reimbursement for the OJT Training

i. **Criteria for eligibility for reimbursement for training**

- (1) NOTE: *Payment for training is not made until the training is completed or until the entire project is completed, whichever comes first.*
- (2) NOTE: In determining whether or not the training requirement has been met on a project, SCDOT evaluates whether or not the required *number of people* has been trained (the number is listed in the "Training Special Provisions" section of the Contract) *NOT* whether or not the number of hours of training listed in the line item section of the contract has been met. Even when the required number of people has been trained, the total number of hours of training on a project may be over or under the number listed in the line item section, depending upon the kinds of classifications chosen for filling the training slots.
- (3) Reimbursement for training on the project is made **ONLY** if
 - (a) The full training requirement has been met **OR**
 - (b) The contractor is able to demonstrate a "good faith effort" to meet the training requirement.
- (4) A trainee can be counted as filling one of the training slot requirements if he/she completes 50% or more of the training required for the classification in which he/she is enrolled on that project. Most of that training should be received on the project on which the trainee is enrolled. (For exceptions, see guidelines under "Transfer of Trainees" under "3.d." on pp. 6-10.)

- (5) Trainees who completed less than 50% of the required training in their classification may be counted toward “good faith effort” if other factors also substantiate that the contractor gave an honest effort to meet the training requirement.

ii. **Submitting a request for payment for training**

- (1) Upon completion of the full training requirement of the entire project, or when the project has been completed, a letter will be sent from the SCDOT OJT Program Coordinator requesting that the contractor submits the Request To Pay.
- (2) The Request to Pay (Form G-04) should be sent directly to the SCDOT OJT Program Coordinator. For further information on this form, please see “Forms and Reports” Section pp. 47.

iii. **If the training requirement was not met in full,**

- (1) In this case, an explanation for failure to complete the training must be attached to the Request to Pay form. This explanation will serve as our basis for evaluating whether or not a good faith effort was made in meeting the requirement.
- (2) SCDOT has the option to not pay for any of the training done on the project if it appears that a good faith effort was not made in this area.
- (3) SCDOT can require the contractor to add training slots onto other SCDOT projects that the contractor has if they have not made a good faith effort on the project under consideration.

iv. **Payment**

- (1) After verifying the data and evaluating any necessary explanations, the SCDOT OJT Program Coordinator will determine how many hours of training will be reimbursed for at the rate of \$.80/per hour
- (2) A “Memo to Pay” or “Memo of NO PAY” and supporting documentation will be sent to the DEA and copied to Final Plans, the RCE, and the contractor.

6. When a Subcontractor Does Some of the Training:

- a. When the prime submits the name of a subcontractor on the Initial Training Schedule, the SCDOT OJT Program Coordinator will make sure that the subcontractor has a copy of the OJT Training Manual and that the subcontractor has submitted a letter of agreement to comply with the guidelines to the OJT Program Coordinator.
- b. The Prime Contractor remains responsible for the following matters:
 - i. The Prime Contractor must include the following information in the Initial Training Schedule submitted to the SCDOT OJT Program Coordinator prior to enrollment of trainees or the beginning of training:
 - (1) Name of the Subcontractor,
 - (2) Which training slots the Subcontractor is responsible for,
 - (3) The classification(s) of training he will train in, and
 - (4) The projected beginning date for the training in each slot.
 - ii. The Prime Contractor must collect all MTSR's for the entire project each month and submit them to the RCE by the 10th of the month following when the training was completed.
 - iii. The Prime Contractor remains responsible to see that all the training is properly completed.
 - iv. The Prime Contractor will submit the Request to Pay for all training done on that project (by the prime and any subs), after all of the training requirements have been met on that project OR when the final estimate has been prepared.

Procedures for GENERAL ON-THE-JOB TRAINING

NOTE:

These guidelines are suggested as a general On-the-Job Training Program for a contractor's workforce, if the contractor does not already have an approved training program in place. For training that is being done in fulfillment of the Training Special Provision contract requirements, the guidelines detailed in the previous section of the Manual, "Procedures for Training Special Provisions Requirements," must be followed instead.

1. **Trainees:** Recruitment, Selection, Compensation, and Responsibilities:

a. Recruitment of Trainees

- i. **Non-Discrimination:** This training program is not intended, and shall not be used, to discriminate against any applicant for training. The contractor must make training available to and encourage training participation from all employees, regardless of race, ethnicity, religion, gender, disability, or any other discriminatory category.
- ii. Each employee will be given opportunity to explore training opportunities during an annual performance evaluation.

b. Selection of trainees

- i. **"New Hire Only" classifications:**
 - (1) A "New Hire" employee is defined as one who has been with the company for 6 months or less.
 - (2) Because of the low skill level required in the following classifications, these classifications, and any others labeled " *** New Hire Trainee Only, *** " must be filled by a "New Hire" employee:
 - (a) Lute Person / Asphalt Raker
 - (b) Rodperson
 - (c) Weigher-Truck Scales

- ii. **Restricted from OJT training:** No person shall be enrolled for training under this program in any classification in which he/she has
 - (1) Completed a training course leading to full-fledged industry standards for that classification OR
 - (2) Been employed as (and paid as) an employee capable of full-fledged industry standards.
- iii. **Non-Discrimination:** This training program is not intended, and shall not be used, to discriminate against any applicant for training. The contractor is free to train any of his employees that he desires, provided the selection of trainees is made in keeping with equal opportunity principles.

c. Enrollment of Trainees

- i. Close to the time that an employee will begin training, the trainee should complete and sign the "OJT Trainee Enrollment Form" and turn it into the company's training coordinator. (See "Forms and Reports" pp. 32-35)
 - (1) For the contractor's general On-the-Job Training Program, only the first page of the "OJT Trainee Enrollment Form" needs to be used.
 - (2) Several parts of the enrollment form are not relevant for a trainee in the contractor's general On-the-Job Training Program.
 - (a) The second page is irrelevant in this context.
 - (b) The project-specific information is irrelevant since a trainee in the contractor's general OJT program may train on any project the contractor desires to put him/her on.
 - (3) The form should NOT be sent to SCDOT, because it does NOT need an SCDOT signature when the trainee is being enrolled in the contractor's general OJT program. (The ONLY time it needs to be sent to SCDOT is when the trainee is filling one of the Training Special Provision training slots, in which case all procedures in the in previous section, "Procedures for Meeting Training Special Provision Requirements," must be followed instead of the procedures listed in this section of the notebook.)
- ii. Trainees may not accumulate training hours until after they have completed an OJT Trainee Enrollment Form.
- iii. Additional details on the Enrollment Form are available in the "Forms and Reports," section on pp. 32-35.

d. Compensation of Trainees

- i. The company will pay, as a minimum, the wage rate as listed below:
 - (1) 60% of the appropriate minimum rate specified in the contract for an employee who meets full-fledged industry standards for that classification, for the first half of the training period.
 - (2) 75% of the appropriate minimum rate specified in the contract for an employee meeting full-fledged industry standards for that classification, for the third quarter of the training period.

- (3) 90% of the appropriate minimum rate specified in the contract for an employee meeting full-fledged industry standards for that classification, for the last quarter of the training period.
 - (4) 100% of the appropriate minimum rate specified in the contract for an employee meeting full-fledged industry standards for that classification, once the training is completed.
 - (5) **NOTE:** If these percentages result in a wage rate less than the fair wage minimum established by the Fair Wage Standards Act, the fair wage minimum will apply.
- ii. The contractor will provide the same workweek and overtime benefits for the trainee as is provided for skilled operators and craftsmen. Where overtime hours are used for OJT, they will be credited to the accumulated training hours as the actual hours worked.
- e. *The Trainee's Responsibilities to the Employer:* The trainee must be notified that he/she has the following responsibilities while he/she is enrolled in the training program. It is recommended, though not required, that the trainee sign a copy of the following statement at the time he/she is enrolled as a trainee:

The trainee's responsibilities to the employer: The trainee is to consider him/herself as an employed worker, which means he/she is to

- Perform diligently and faithfully the work of the classification and other pertinent duties assigned to the trainee in accordance with the provisions of the training schedule.
- Respect and protect the property and equipment of the company.
- Abide by the working rules and regulations of the company.
- Develop safe working habits, including conducting him/herself in such a manner that will assure his/her own safety and the safety of all co-workers.
- Conduct him/herself in a creditable, ethical, and moral manner, realizing that much time, money, and effort is spent to afford him/her an opportunity to become a skilled worker.
- Notify his/her immediate supervisor if anything should happen which will adversely affect his/her employment or training or at any point when a change in his/her training status is anticipated.

2. Responsibilities of The Employer: Home Office, Field Project Manager, The Trainer, and the Training Process

a. The Home Office—Training Coordinator

- i. As far as is possible, the training coordinator shall attempt to follow up on drop-outs in an effort to determine the trainee's reason for leaving the program. If corrective action is necessary, the contractor must take these actions so as to prevent future drop-outs and to eliminate any pattern or common factors which may be influential in the training of trainees.
- ii. The firm will provide continuous employment for the trainee, insofar as it is possible, even though it may mean the trainee not be "in training" for certain periods of time. Only "training hours" worked may be credited to the training period and reported on the report forms.

b. Project Manager's responsibilities to a trainee

- i. For the purposes of the training program, "Project Manager" is defined as the person with the highest level of authority who supervises the daily work for the contractor on the project site; this person will be found on the project site during most of the day, on most work days.
- ii. Each project manager is responsible for oversight of all training on his/her job.
- iii. The project manager must enroll the applicant in the OJT Program on the OJT Enrollment Form (see "Enrollment of Trainees" under 1.c. above and "Forms and Reports," pp. 32-35). No trainee should begin training work until he is properly enrolled.
- iv. The project manager should provide the trainee with a copy of the training description for the classification in which he/she is being trained and a copy of the minimum pay rates approved for that classification.
- v. The project manager must advise the trainee of his/her responsibilities to his/her employer (see "1.e." above on p. 20).
- vi. The project manager is responsible to maintain personal contact with the trainee throughout the training period, including assisting him/her in solving problems (e.g. transportation, clothing, etc.) that might hinder his/her progress in training and employment.

c. The Trainer's Responsibilities

- i. The trainer for each trainee should be carefully selected from the available foremen or other employees in that classification who have achieved full-fledged industry standards. The best "on-the-job" trainer may not be the

person with the most formal education or the highest supervisory position. It may not even be the person who is the “best” at the selected skill.

- ii. The trainer should be
 - (1) Competent,
 - (2) Knowledgeable of training theory and practice,
 - (3) Familiar with working with training conditions as they actually exist on the job, AND
 - (4) Knowledgeable of inter-racial relations.
- iii. The trainer should implement the following principles of training theory and practice during the course of the training:
 - (1) Properly motivate the trainee, including the use of positive reinforcement and encouragement to reward good job performance.
 - (2) Keep the trainee informed of his/her progress, verbally and through providing him/her with a copy of the Monthly Training Status Report.
 - (3) Encourage feedback from the trainee by presenting a non-threatening attitude.
 - (4) Keep the trainee actively involved, so that he/she is able to learn by doing.
 - (5) Use spaced repetition, since it is more effective than attempting to learn everything at once.
 - (6) Use realistic goal setting.

d. Guidelines for the Training Process:

- i. The training hours will be distributed according to the breakdown of the training description for that classification. Contractor must maintain a weekly training log to be used to track the appropriate distribution of the training hours included in the Training Outline. Excel spreadsheets and Word documents to assist in tracking the appropriate distribution of training hours are available from the OJT Program Coordinator at the SCDOT Office.
- ii. Monthly Training Status Reports (MTSR's) must be filled out monthly for each trainee by the 10th of each month. See “Monthly Training Status Report” under “Forms and Reports” on pp. 37-40, for more specifics on completing the MTSR.
- iii. When a trainee terminates from training because of either discharge, voluntarily withdrawing from the program, layoff, or successful completion of the program. See “Termination Form” under “Forms and Reports” in pp. 41-43 for more specifics on completing the Termination Report.

3. **SCDOT Responsibilities**

a. Assure compliance with On-the-Job Training requirements

Since providing an active, approved, equitably administered On-the-Job Training program is required in the contract Special Provision, the SCDOT EO and OJT Program Coordinator is responsible to ensure the Contractor's compliance with this requirement. Enforcement of this requirement is consistent with enforcement procedures with all other Equal Opportunity Compliance procedures.

b. On-Site Reviews

- i. The SCDOT OJT Program Coordinator or designee may conduct on-site reviews to monitor contractor compliance with program requirements and to evaluate the progress of trainees.
- ii. Reviews will be arranged in advance with the contractor to assure that the trainees are on site during the time of the review.
- iii. Interview of the trainees and their trainers will be conducted during the review.
- iv. Office procedures may also be checked to make sure that training is being done according to guideline requirements.

c. Reimbursement for the OJT Training

No reimbursement is made by SCDOT for OJT hours that are completed under the contractors general OJT program. Only training hours done as fulfillment of Training Special Provision requirements are eligible for reimbursement (and only if the procedures in the preceding section "Procedures for Meeting Training Special Provision Requirements" have been followed).

Forms and Reports

The following pages contain instructions for the various forms and reports necessary for the implementation of the SCDOT On-the-Job Training Program as implemented in fulfillment of the Training Special Provisions (TSP) requirement on Federal Aid Projects OR as implemented by a contractor or their general On-the-Job Training (OJT) Program. Following the instructions for each form is a blank form, followed by a sample of a completed form.

NOTE:

For each form, instructions are given **first** for how to use the form when training is being done to meet requirements of a **Training Special Provision (TSP) requirement**.

The **second** set of instructions is given for how to use the form when training is being done for the contractor's own **general On-the-Job Training (OJT)** program.

You may make copies of these forms in either of the following ways:

- All of these forms are available via e-mail by contacting the SCDOT OJT Program Coordinator at (803) 737-1278.
- You may make copies of the forms from the printed samples in this Manual.
- You may download the forms from the SCDOT website.

Please be sure to complete all information on each form before sending it on to the next person on the routing list.

General Guidelines Concerning Forms and Reports

1. For Use with Training Special Provision (TSP) Training:

- a. Maintain current records of each trainee's work experience and report this information to State Department of Transportation (SCDOT) offices, as described in this manual, or to other State or Federal agencies as may be directed.
- b. Maintain statistical information and proper records, so that he will be able to provide certification and verification of training status of trainees upon request of any State or Federal agency requiring such information.
- c. Ensure that the trainee is properly enrolled in the program before using him as a trainee under work covered by the Davis-Bacon Regulations.
- d. Indicate on the payroll the training status of the trainee.
- e. Maintain separate sets of paperwork for each trainee and for each project that a trainee trains on, if he/she works on more than one project.
- f. **PLEASE NOTE: All of the following forms are available via e-mail from the SCDOT OJT Program Coordinator or on the SCDOT website.** *Substitutes for these forms might be permitted, but they must receive prior approval from the SCDOT OJT Program Coordinator.*

2. For Use with Contractor's General On-the-Job Training Program (NOT for training under the Training Special Provision-TSP):

- a. Maintain current records of each trainee's work experience and report this information to State Department of Transportation (SCDOT) offices, as described in this manual, or to other State or Federal agencies as may be directed.
- b. Maintain statistical information and proper records, so that he will be able to provide certification and verification of training status of trainees upon request of any State or Federal agency requiring such information.
- c. Ensure that the trainee is properly enrolled in the program before using him as a trainee under work covered by the Davis-Bacon Regulations.
- d. Indicate on the payroll the training status of the trainee.
- e. Maintain separate sets of paperwork for each trainee.
- f. **PLEASE NOTE: All of the following forms are available via e-mail from the SCDOT OJT Program Coordinator or on the SCDOT website.** *Substitutes for these forms might be permitted, but they must receive prior approval from the SCDOT OJT Program Coordinator.*

On-the-Job Training Program Annual Update Form

(Form A-04)

1. For Use with Training Special Provision (TSP) Training:

- a. Once each year the company's OJT coordinator will submit to the SCDOT OJT Program Coordinator a signed copy of the Annual Update Form.
- b. Prior to signing this form, a copy of the OJT program must be made available to all individuals in the company who are involved in the implementation of the Training Special Provisions requirements and all other guidelines listed on the form must have been met also.

2. For Use with Contractor's General On-the-Job Training (OJT) Program (NOT for training under the Training Special Provision-TSP):

This form is not needed with the contractor's general On-the-Job Training program. It is needed only when training is being done in fulfillment of Training Special Provisions requirements.



SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION

On-the-Job Training – Annual Update Form

(To be submitted directly to the SCDOT OJT Program Coordinator)

Contractor Name _____

Address _____

Phone number (____) _____ Fax number (____) _____

Company OJT Coordinator: Name _____

Title _____

By my signature, I affirm the following items:

- ✓ I have received a copy of the SCDOT On-the-Job Training Program Manual.
- ✓ I have read the SCDOT On-the-Job Training Program Manual sections "Goals," "Procedures," and "Sample Forms and Reports."
- ✓ I have made a copy of the SCDOT On-the-Job Training Program Manual for each person in this firm who participates in the implementation of the OJT Program and have distributed those copies accordingly.
- ✓ I agree to follow the stated guidelines for the implementation of the OJT Program.
- ✓ I understand that I may consult the SCDOT OJT Program Coordinator or OJT Compliance Officer at (803) 737-1372 if I have any questions or concerns with the OJT Program.

Company OJT Coordinator (signature) _____

Date _____ E-Mail Address _____



SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION

On-the-Job Training – Annual Update Form

(To be submitted directly to the SCDOT OJT Program Coordinator)

Contractor Name Jones Contracting Services

Address 2222 Jones Road

Jonesville, SC 29222

Phone number (803) 555-5555 Fax number (803) 555-5556

Company OJT Coordinator: Name Janet Jones

Title Human Resources Director

By my signature, I affirm the following items:

- ✓ I have received a copy of the SCDOT OJT Program Manual.
- ✓ I have read the SCDOT OJT Program Manual sections “Goals,” “Procedures,” and “Evaluation.”
- ✓ I have made a copy of the SCDOT OJT Program Manual for each person involved in the implementation of the OJT Program and distributed copies accordingly.
- ✓ I agree to follow the stated guidelines for the implementation of the OJT Program.
- ✓ I understand that I may consult the SCDOT OJT Program Coordinator or OJT Compliance Officer at (803) 737-1372 if I have any questions or concerns with the OJT Program.

Company OJT Coordinator (signature) _____

Date _____ E-mail address _____

Initial Training Schedule Form

(Form B-04)

1. For Use with Training Special Provision (TSP) Training:

- a. A plan must be prepared for how the training slots will be used on each specific project, although it may be necessary to make changes later in the project.
 - i. The trainees will be distributed among the work classifications on the basis of the company's needs and the availability of individuals who have achieved full-fledged industry standards in the various classifications within a reasonable area of recruitment.
 - ii. The prime contractor may choose to have a subcontractor fill some of the training slots. (For further explanation of this process, please see "6. When a Subcontractor Does Some of the Training", p. 17.)
- b. Submit this information on the "On-the-Job Training -- Initial Training Schedule" Form.
- c. According to federal guidelines (23 CFR Part 230), this training schedule must be approved by the SCDOT OJT Program Coordinator prior to work beginning on the project.
- d. Once approved by the SCDOT OJT Program Coordinator or designee, a copy of this schedule stamped "APPROVED" will be sent to the contractor and to the RCE.

2. For Use with Contractor's General On-the-Job Training (OJT) Program (NOT for training under the Training Special Provision-TSP):

This form is not needed with the contractor's general On-the-Job Training program. It is needed only when training is being done in fulfillment of Training Special Provisions requirements.



SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION

On-the-Job Training – Initial Training Schedule

(To be submitted directly to the SCDOT OJT Program Coordinator)

SC File No. _____

Prime _____

Fed. Aid Proj. No. _____

Address _____

Date _____

Contractor	Rd/Br Slot	Classification	Req. Hrs.	Month and Year Begin Training

(If additional space is needed, please extend the table above.)

If **subcontractors are used** for some/all of the training, attach a separate sheet of paper with the name of the OJT contact person, contractor name, address, and phone number for the subcontractor(s).

Submitted by:

Name _____

Title _____

Signature _____

Date _____

Approved by SCDOT OJT officer:

Name _____

Title _____

Signature _____

Date _____



SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION

On-the-Job Training – Initial Training Schedule

(To be submitted directly to the SCDOT OJT Program Coordinator)

SC File No. 11.111B

Prime

Fed. Aid Proj. No. ABC-DEFG(001)

Address

Date

Contractor	Rd/Br Slot	Classification	Req. Hrs.	Month and Year Begin Training

SAMPLE

(If additional space is needed, please extend the table above.)

If **subcontractors are used** for some/all of the training, attach a separate sheet of paper with the name of the OJT contact person, contractor name, address, and phone number for the subcontractor(s).

Submitted by:

Name

Title

Signature

Date

Approved by SCDOT OJT officer:

Name

Title

Signature

Date

Enrollment Form

(Form C-04)

1. For Use with Training Special Provision (TSP) Training:

- a. The "OJT Trainee Enrollment Form" will be submitted directly to the SCDOT OJT Program Coordinator. This is a two-part form:
 - i. Enrollment information which is completed by the enrollee and the employer
 - ii. "SCDOT Definition of Disadvantaged"—This definition must be available to trainees when they are completing the Enrollment Form, so that they can answer the question "Disadvantaged—yes/no" knowledgeably and appropriately.
- b. Guidelines for completing the Enrollment Form
 - i. Unless directed otherwise by the SCDOT OJT Program Coordinator, trainees should not be enrolled until after the following criteria have been met:
 - (1) The contractor has a current "On-the-Job Training Annual Update Form" on file at SCDOT headquarters AND
 - (2) The project's "Initial Training Schedule" has been approved by the SCDOT OJT Program Coordinator.
 - ii. Trainees may not begin training until after they have been properly enrolled, which includes approval of the enrollment by the SCDOT OJT Program Coordinator or designee.
 - iii. All information must be completed on the form. We cannot determine the acceptance / denial of the enrollee without knowing the person's race, gender, whether he/she is a "new hire" or an "upgrade" person, and whether or no he/she is a "disadvantaged person" (according to the SCDOT definition).
 - iv. Initial distribution of the form:
 - (1) One (1) copy will be given to the trainee, along with a copy of the classification description.
 - (2) One (1) copy will be maintained in the trainee's record filed.
 - (3) One (1) copy will be sent immediately and directly to the SCDOT OJT Program Coordinator. To expedite the process, the form may be faxed to 803.737.2021.
- c. Processing of the Enrollment Form by the SCDOT OJT Program Coordinator:
 - i. Usually an OJT representative will respond by telephone or email within 2-3 days of receipt of the Enrollment form to let the contractor know of the enrollee's acceptance or denial.
 - ii. The Enrollment Form that has been marked "APPROVED" (or "DENIED") will be signed and dated by an On-the-Job Training representative. The "Approved / Denied Enrollment Form" will be mailed within 4-5 days. It will be distributed as follows:
 - (1) The original will be kept on file in the Office of Business Development and Special Projects.
 - (2) One (1) copy will be sent to the Resident Construction Engineer (RCE)
 - (3) One (1) copy will be sent to the Contractor / Employer with whom it originated.
 - (4) One (1) copy will be sent to the Prime Contractor, if the Enrollment Form originated from a Subcontractor.

2. **For Use with Contractor's General On-the-Job Training (OJT) Program (NOT for training under the Training Special Provision-TSP)**

- a. The "OJT Trainee Enrollment Form," or a similar form containing the same information, will be completed by the trainee and the company.
- b. Guidelines for completing the Enrollment Form
 - i. Trainees may not begin training until after they have been properly enrolled, and recorded as being in training.
 - ii. All information should be completed on the form (except for project-specific information) to enable the company to track equitable distribution of training opportunities.
- c. Initial distribution of the form
 - i. One (1) copy will be given to the trainee
 - ii. One (1) copy will be maintained in the trainee's personnel file.
 - iii. The original form will be maintained by the firm in its training file
 - iv. NOTE: No copies of this form should be sent to SCDOT.



SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION

On-the-Job Trainee Enrollment Form
(To be submitted directly to the SCDOT OJT Program Coordinator)

SC File Number _____ Project County _____

Social Security # _____ - _____ - _____ Telephone # (_____) _____ - _____

Trainee Name _____

Home Address _____
(Street) (City) (State) (Zip)

Status: ____ New Hire ____ Upgrade (If Upgrade, previous classification _____)

Disadvantaged (*by SCDOT Definition*): ____ Yes ____ No Gender: ____ Male ____ Female

Race: ____ White ____ Black ____ Hispanic ____ Native American ____ Asian/Pacific Islander ____ Other

Employer _____

Company Address _____
(Street) (City) (State) (Zip)

Company Contact Person _____ Telephone Number () _____ - _____

Training Classification _____ Hours Required _____

Instructor _____ Date Training to Start ____/____/____

This is to certify that, to the best of my knowledge, I have never graduated from a training program in this classification nor have I been paid as a skilled employee in this classification. Also, I have been given a copy of the training outline showing the hours required and the applied techniques necessary to complete the training for this classification. _____ (Applicant initials)

Signature of Applicant

Date

Signature of Employer

Date

SCDOT Representative

Date

THIS IS AN EQUAL OPPORTUNITY PROGRAM



SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION

On-the-Job Trainee Enrollment Form

(To be submitted directly to the SCDOT OJT Program Coordinator)

SC File Number _____ Project County _____

Social Security # _____ - _____ - _____ Telephone # (_____) _____ - _____

Trainee Name _____

Home Address _____
(Street) (City) (State) (Zip)

Status: ____ New Hire ____ Upgrade (If Upgrade, previous classification _____)

Disadvantaged (by SCDOT Definition): ____ Yes ____ No Gender: ____ Male ____ Female

Race: ____ White ____ Black ____ Hispanic ____ Native American ____ Asian/Pacific Islander ____ Other

Employer _____

Company Address _____
(Street) (City) (State) (Zip)

Company Contact Person _____ Telephone Number (____) _____ - _____

Training Classification _____ Hours Required _____

Instructor _____ Date to Start ____/____/____

This is to certify that I, _____, have graduated from a training program in this classification and have acquired the skills necessary to perform as an employee in this classification. Also, I have been given _____ hours of training, meeting the hours required and the applied techniques necessary to perform as an employee in this classification. _____ (Applicant initials)

SAMPLE

Signature of Applicant

Date

Signature of Employer

Date

SCDOT Representative

Date

THIS IS AN EQUAL OPPORTUNITY PROGRAM



SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION

For the Purposes of SCDOT On-the-Job Training,

A “DISADVANTAGED” PERSON

is a person who meets at least one of the following criteria:

- A person who receives, or is a member of a family and/or household which receives, cash payments under a Federal, State, or local income-based public assistance program.
- A person who is a member of a family and/or household that receives (or has been determined within the 6-month period prior to registration for the program involved to be eligible to receive) Food Stamps/EBT card under the Food Stamp Act of 1977.
- A person who is a foster child on behalf of whom State or local government payments are made.
- A person who does not have a high school diploma.
- A person from a family whose total annual household income is below the limits listed below:

Size of family unit	Resides in a Non-Metropolitan County **	Resides in a Metropolitan County *	
1	\$10,400	\$10,400	
2	\$14,000	\$14,000	
3	\$17,600	\$18,243	
4	\$21,518	\$22,523	
5	\$25,394	\$26,583	
6	\$29,698	\$31,089	
7	\$34,002	\$35,595	
8	\$38,306	\$40,101	
For families larger than 8, add for each additional person in the family: \$4,304 for non-metropolitan and \$4,506 for metropolitan.			
* The metropolitan areas of South Carolina include the following counties:			
Aiken	Darlington	Greenville	Pickens
Anderson	Dorchester	Horry	Richland
Berkeley	Edgefield	Kershaw	Saluda
Calhoun	Fairfield	Laurens	Spartanburg
Charleston	Florence	Lexington	Sumter
			York
** All other counties are considered non-metropolitan counties.			

- A person with a disability whose personal income meets the established income criteria above, even if the individual's family does not meet the income eligibility criteria.
- A person who qualifies as a homeless individual, as defined in the Steward B. McKinney Homeless Assistance Act.

Sec. 11302. General definition of homeless individual

- (a) In general . . . the term “homeless” or “homeless individual,” or “homeless person” includes--
- An individual who lacks a fixed, regular, and adequate nighttime residence; and
 - An individual who has a primary nighttime residence that is
 - A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);
 - An institution that provides a temporary residence for individuals intended to be institutionalized; or
 - A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.
- (b) Exclusion . . . the term “homeless” or “homeless individual” does not include any individual imprisoned or otherwise detained pursuant to an Act of the Congress or a State law.

Monthly Training Status Report (MTSR)

(Sample Form D-04)

1. For Use with Training Special Provision (TSP) Training:

- a. Guidelines for completing the MTSR:
 - i. Record only the hours that the trainee was engaged in training activities for his/her specified classification.
 - ii. Only hours worked on the project in which the trainee is enrolled may be recorded in rows 11 and 12. If additional training hours were done at another approved location, those hours must be recorded in Row 13. (See "Transfer of Trainees" on pp. 6-10 for conditions under which Row 13 can be used.)
 - iii. If training hours are recorded in Row 13, copies of certified payrolls for those hours, as explained in "Transfer of Trainees" (p. 17), must be included also.
 - iv. Submit a report every month for every person enrolled as a trainee until they have completed their training. Even if zero (0) hours of training were done on that project that month, submit a form, being sure to give the explanation for zero hours in Box 15.
 - v. Each form should include the hours recorded from the previous months, until all of the columns are filled, at which time a new form would be started. If completing the form by hand, it is allowable for the contractor to retain the original form and simply add the new information each month. After making a copy of the original, fill in the name of the month, sign it, and distribute it as the original (see below for how to distribute the MTSR).
 - vi. Each month, the MTSR must be submitted to the Resident Construction Engineer (RCE) by the 10th of the month following the month during which the training was done.
 - vii. The contractor must let the RCE know how the contractor defines "month" when completing the MTSR:
 - (1) Calendar month, or
 - (2) Month ending with the end of the last complete week in the month, with the partial final week being included in the tabulations of the following month.
- b. Distribution of the MTSR form
 - i. One (1) copy should be kept in the employer's record file for that trainee.
 - ii. One (1) copy should be given to the trainee.
 - iii. The original should be submitted to the Resident Construction Engineer, who will
 - (1) Verify the information against certified payrolls,
 - (2) Sign the bottom of the form,
 - (3) Retain a copy for his own records, and then
 - (4) Forward the original to SCDOT, Office of Business Development and Special Projects, to be recorded and filed.

2. **For Use with Contractor's General On-the-Job Training (OJ) Program (NOT for training under the Training Special Provision-TSP):**

- a. Guidelines for completing the MTSR:
 - i. Record only the hours that the trainee was engaged in training activities for his/her specified classification.
 - ii. The parts of the form that are project specific will not need to be completed.
 - iii. Row 13, Box 15, and SCDOT signature are irrelevant for general OJT.
 - iv. Prepare a report every month for every person enrolled as a trainee until they have completed their training. Even if zero (0) hours of training were done that month, prepare a form, being sure to give the explanation for zero hours in Box 15.
 - v. Each form should include the hours recorded from the previous months, until all of the columns are filled, at which time a new form would be started. If completing the form by hand, the contractor could retain the original form and simply add the new information each month. After making a copy of the original, fill in the name of the month, sign it, and distribute it as the original (see below for how to distribute the MTSR).
 - vi. Each month, the MTSR should be prepared by the 10th of the month following the month during which the training was done.
 - vii. The contractor should let the trainee know how the contractor defines "month" when completing the MTSR:
 - (1) Calendar month, or
 - (2) Month ending with the end of the last complete week in the month, with the partial final week being included in the tabulations of the following month.
- b. Distribution of the MTSR form
 - i. One (1) copy should be kept in the employer's record file for that trainee.
 - ii. One (1) copy should be given to the trainee.
 - iii. The original should be filed in the contractor's training file.



MONTHLY TRAINING STATUS REPORT

South Carolina Department of Transportation—On-The-Job Training Program

INSTRUCTIONS: This report is to be completed by the Contractor (or subcontractor) monthly for each individual who has received training during the month on a project under the training special provision. The report is to be submitted by the 10th of the month following the end of the report period. Two copies of the report are to be submitted to the Resident Construction Engineer and one copy is to be given to the trainee. Reports are to be submitted MONTHLY on each trainee, even if no training was performed during the month. A separate MTSR must be completed for EACH PROJECT that a Trainee has worked on during that month.

(1) S.C. File Number		(2) Trainee's name		(3) Report date ending _____ 20 ____						
(4) Training category (Check one) New Hire _____ Upgrade _____		(5) Is Trainee a disadvantaged person? Yes _____ No _____		(6) Trainee's gender M _____ F _____						
(7) Trainee's ethnic group White _____ Black _____ Asian American _____ Native American _____ Hispanic _____ Other (specify) _____										
(8) Job classification of trainee			(9) Total hours in Training Program		(10) Date training began					
INSTRUCTIONS: One vertical column is to be completed for each succeeding month and the form resubmitted. Enter month and year as applicable in columns A through I. Each report should be cumulative.										
Line No.	Hours of training	A	B	C	E	F	G	H	I	J
		20 ____	20 ____	20 ____	20 ____	20 ____	20 ____	20 ____	20 ____	20 ____
(11)	Provided during month on this project									
(12)	Provided to date on this project									
(13)	Total accumulated hours transferred from other projects									
(14)	Remaining to complete program									
(15) List training received in this classification during the month on any other projects: list hours trained and S.C. file number.										
(16) Comment on progress of Trainee / Explanation for why no training was done this month / or any other relevant remarks.										
(17) Current status of Trainee _____ Continuing _____ Terminated (must attach a Trainee Termination Form)							(18) Date report completed			
(19) Signature of person completing form			(20) Title of person completing form			(21) Phone number of person completing form				
(22) Contractor's name and address										
(23) Resident Construction Engineer's signature						(24) Date signed				



MONTHLY TRAINING STATUS REPORT

South Carolina Department of Transportation—On-The-Job Training Program

INSTRUCTIONS: This report is to be completed by the Contractor (or subcontractor) monthly for each individual who has received training during the month on a project under the training special provision. The report is to be submitted by the 10th of the month following the end of the report period. Two copies of the report are to be submitted to the Resident Construction Engineer and one copy is to be given to the trainee. Reports are to be submitted MONTHLY on each trainee, even if no training was performed during the month. A separate MTSR must be completed for EACH PROJECT that a Trainee has worked on during that month.

(1) S.C. File Number 11.111B		(2) Trainee's name Jane Smith		(3) Report date ending Sept 30 20 03				
(4) Training category (Check one) New Hire <input checked="" type="checkbox"/> Upgrade <input type="checkbox"/>		(5) Is Trainee a disadvantaged person? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		(6) Trainee's gender M <input type="checkbox"/> F <input checked="" type="checkbox"/>				
(7) Trainee's ethnic group White <input type="checkbox"/> Black <input checked="" type="checkbox"/> Asian American <input type="checkbox"/> Native American <input type="checkbox"/> Other (specify) _____								
(8) Job classification of trainee Bulldozer Operator				(10) Date training began 4/7/03				
INSTRUCTIONS: One vertical column applicable in columns A through I. Enter month and year as								
Line No.	Hours of training	A April 2003	F July 2003	G August 2003	H Sept 2003	I Oct 2003	J Nov 2003	K Dec 2003
(11)	Provided during month on this project	50	120	115	100	150	15	
(12)	Provided to date on this project	50	170	285	385	535	550	
(13)	Total accumulated hours transferred from other projects		40	100	100	150	170	
(14)	Remaining to complete program	670	510	335	235	35	0	
(15) List training received in this classification during the month on any other projects: list hours trained and S.C. file number. 20 hours on SC File No 22.222								
(16) Comment on progress of Trainee / Explanation for why no training was done this month / or any other relevant remarks. Jane has done a great job; an asset to our company								
(17) Current status of Trainee ____ Continuing <input checked="" type="checkbox"/> Terminated (must attach a Trainee Termination Form)						(18) Date report completed October 2, 2003		
(19) Signature of person completing form			(20) Title of person completing form Human Resource Director			(21) Phone number of person completing form 803.555.5555		
(22) Contractor's name and address Jones Contracting Services, 222 Jones Road, Jonesville, SC 29222								
(23) Resident Construction Engineer's signature						(24) Date signed		

Trainee Termination Form

(Form E-04)

1. For Use with Training Special Provision (TSP) Training:

- a. General guidelines
 - i. A Trainee Termination Form should be completed on each trainee, whenever he/she leaves the training program, regardless of the reason for the trainee's leaving the training program.
 - ii. Attach to the Termination Form any additional materials indicated on the form.
 - iii. In Box 15, choose the reason for termination that is *most specific* for your particular situation. (e.g. if the trainee quit because he was having personal problems, please make "P" rather than "Q")
- b. Distribute the form as follows:
 - i. One (1) copy of the form (and any necessary attachments) should be kept in the employer's record file for that trainee.
 - ii. One (1) copy of the form (and any necessary attachments) should be given to the trainee.
 - iii. The original form (and any necessary attachments) should be attached to the trainee's final Monthly Training Status Report (MTSR) and sent to the Resident Construction Engineer, who will
 - (1) Review it,
 - (2) Sign it,
 - (3) Retain a copy for his own records, and then
 - (4) Send the original to the SCDOT OJT Program Coordinator.

2. For Use with Contractor's General On-the-Job Training (OJT) Program (NOT for training under the Training Special Provision-TSP):

- a. General guidelines
 - i. A Trainee Termination Form should be completed on each trainee, whenever he/she leaves the training program, regardless of the reason for the trainee's leaving the training program.
 - ii. Ignore the parts of the form that are project specific
 - iii. Attach to the Termination Form any additional materials indicated on the form.
 - iv. In Box 15, choose the reason for termination that is *most specific* for your particular situation. (e.g. if the trainee quit because he was having personal problems, please make "P" rather than "Q")
- b. Distribute the form as follows:
 - i. One (1) copy of the form (and any necessary attachments) should be kept in the trainee's personnel file.
 - ii. One (1) copy of the form (and any necessary attachments) should be given to the trainee.
 - iii. The original form (and any necessary attachments) should be kept in the company's training file



TRAINEE TERMINATION REPORT

South Carolina Department of Transportation—On-The-Job Training Program

INSTRUCTIONS: This report is to be completed by the Contractor (or subcontractor) and attached to the Trainee's final Monthly Training Status Report. The report is to be submitted by the 10th of the month following the end of the reporting period for the Monthly Training Status Report. Two copies of the report are to be submitted to the Resident Construction Engineer and one copy is to be given to the trainee.

(1) S.C. File Number	(2) Trainee's phone number	(3) Trainee's name																		
(4) Trainee's address																				
(5) Training category (Check one) New Hire _____ Upgrade _____	(6) Is Trainee a disadvantaged person? Yes _____ No _____	(7) Trainee's gender M _____ F _____																		
(8) Trainee's ethnic group White _____ Black _____ Asian American _____ Native American _____ Hispanic _____ Other (specify) _____																				
(9) Job classification of trainee	(10) Total hours in Training Program	(11) Date training began																		
(12) Trainee's supervisor's name	(13) Supervisor's position/title	(14) Supervisor's phone number																		
(15) Reason for termination from training (give additional explanation in box below when needed) <table border="0"><tr><td>S _____ Satisfactorily completed required training hours and achieved necessary skills [please ATTACH CERTIFICATE]</td><td>M _____ Moved out of the area</td></tr><tr><td>G _____ Graduated early because achieved necessary skills in less hours [please ATTACH CERTIFICATE]</td><td>H _____ Health problems/ illness</td></tr><tr><td>N _____ No other work available; construction phase completed [EXPLAIN in (19) below what trainee is doing now]</td><td>D _____ Death</td></tr><tr><td>TF _____ Transferred to another job [NOTE: if transferred to SC project with OJT requirements, GIVE SC FILE NO. _____]</td><td>L _____ Layoff / downsizing</td></tr><tr><td>A _____ Another company/business hired him/her</td><td>TP _____ Transportation or travel distance problems</td></tr><tr><td>C _____ Change of classification</td><td>P _____ Personal problems [please EXPLAIN in (16) below]</td></tr><tr><td></td><td>F _____ Fired [please EXPLAIN in (16) below]</td></tr><tr><td></td><td>Q _____ Quit, w/ no explanation [please EXPLAIN in (16) below]</td></tr><tr><td></td><td>O _____ Other [please EXPLAIN in (16) below]</td></tr></table>			S _____ Satisfactorily completed required training hours and achieved necessary skills [please ATTACH CERTIFICATE]	M _____ Moved out of the area	G _____ Graduated early because achieved necessary skills in less hours [please ATTACH CERTIFICATE]	H _____ Health problems/ illness	N _____ No other work available; construction phase completed [EXPLAIN in (19) below what trainee is doing now]	D _____ Death	TF _____ Transferred to another job [NOTE: if transferred to SC project with OJT requirements, GIVE SC FILE NO. _____]	L _____ Layoff / downsizing	A _____ Another company/business hired him/her	TP _____ Transportation or travel distance problems	C _____ Change of classification	P _____ Personal problems [please EXPLAIN in (16) below]		F _____ Fired [please EXPLAIN in (16) below]		Q _____ Quit, w/ no explanation [please EXPLAIN in (16) below]		O _____ Other [please EXPLAIN in (16) below]
S _____ Satisfactorily completed required training hours and achieved necessary skills [please ATTACH CERTIFICATE]	M _____ Moved out of the area																			
G _____ Graduated early because achieved necessary skills in less hours [please ATTACH CERTIFICATE]	H _____ Health problems/ illness																			
N _____ No other work available; construction phase completed [EXPLAIN in (19) below what trainee is doing now]	D _____ Death																			
TF _____ Transferred to another job [NOTE: if transferred to SC project with OJT requirements, GIVE SC FILE NO. _____]	L _____ Layoff / downsizing																			
A _____ Another company/business hired him/her	TP _____ Transportation or travel distance problems																			
C _____ Change of classification	P _____ Personal problems [please EXPLAIN in (16) below]																			
	F _____ Fired [please EXPLAIN in (16) below]																			
	Q _____ Quit, w/ no explanation [please EXPLAIN in (16) below]																			
	O _____ Other [please EXPLAIN in (16) below]																			
(16) Explanations from (15) above.																				
(17) Quality of trainee's work by the end of the training period Excellent _____ Good _____ Acceptable _____ Poor _____ Unsatisfactory _____		(18) Date report completed																		
(19) Signature of person completing form	(20) Title of person completing form	(21) Phone number of person completing form																		
(22) Contractor's name and address																				
(23) Resident Construction Engineer's signature		(24) Date signed																		



TRAINEE TERMINATION REPORT

South Carolina Department of Transportation—On-The-Job Training Program

INSTRUCTIONS: This report is to be completed by the Contractor (or subcontractor) and attached to the Trainee's final Monthly Training Status Report. The report is to be submitted by the 5th of the month following the end of the reporting period for the Monthly Training Status Report. Two copies of the report are to be submitted to the Resident Construction Engineer and one copy is to be given to the trainee.

(1) S.C. File Number 11.111B	(2) Trainee's phone number 803-333-3333	(3) Trainee's name Jane Smith
(4) Trainee's address PO Box 4444, Smithville, SC 29444		
(5) Training category (Check one) New Hire <input checked="" type="checkbox"/> Upgrade <input type="checkbox"/>	(6) Is Trainee a disadvantaged person? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	(7) Trainee's gender M <input type="checkbox"/> F <input checked="" type="checkbox"/>
(8) Trainee's ethnic group (Check one) White <input checked="" type="checkbox"/> Black <input type="checkbox"/> Asian American <input type="checkbox"/> Native American <input type="checkbox"/> Hispanic <input type="checkbox"/> Other (specify) _____		
(9) Job classification of trainee Construction Field Office Assistant	(10) Total hours in Training Program 720	(11) Date training began 4/7/03
(12) Trainee's supervisor's name Tamika Brown	(13) Supervisor's position/title Office Manager	(14) Supervisor's phone number 803-555-5555
(15) Reason for termination from training (give additional explanation in box below when needed) <div><div><div><div>S <input checked="" type="checkbox"/> Satisfactorily completed required training hours and achieved necessary skills [please ATTACH CERTIFICATE]</div><div>G <input type="checkbox"/> Graduated early because achieved necessary training hours [please ATTACH CERTIFICATE]</div><div>N <input type="checkbox"/> No other work available [EXPLAIN in (19) below]</div><div>TF <input type="checkbox"/> Transferred to another SC project with OJT</div><div>A <input type="checkbox"/> Another company/business</div><div>C <input type="checkbox"/> Change of class</div></div><div><div>M <input type="checkbox"/> Moved out of the area</div><div>Other (specify) _____</div></div></div><div><div><div><div>Moved out of the area</div><div>Other (specify) _____</div></div><div><div>Quit, w/ no explanation [please EXPLAIN in (16) below]</div><div>Other [please EXPLAIN in (16) below]</div></div></div></div></div>		
(16) Explanations from (15)		
(17) Quality of trainee's work by the end of the training period Excellent <input checked="" type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Poor <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>		(18) Date report completed October 2, 2003
(19) Signature of person completing form	(20) Title of person completing form Human Resources Director	(21) Phone number of person completing form 803-555-5555
(22) Contractor's name and address Jones Contracting Services, 2222 Jones Road, Jonesville, SC 29222		
(23) Resident Construction Engineer's signature		(24) Date signed

Certificate of Training

(Form F-04)

1. For Use with Training Special Provision (TSP) Training:

- a. The certificate will be given to the trainee upon successful completion of the training.
- b. Distribute the certificate as follows:
 - i. The original will be given to the trainee.
 - ii. One (1) copy will be retained in the contractor's personnel file for that trainee.
 - iii. One (1) copy will be attached to the trainee's final Monthly Training Status Report and his/her Termination Form and forwarded to the Resident Construction Engineer as evidence of completion of the training program (who will then forward a copy of all three forms to SCDOT OJT Program Coordinator).

2. For Use with Contractor's General On-the-Job Training (OJT) Program (NOT for training under the Training Special Provision-TSP):

- a. The certificate will be given to the trainee upon successful completion of the training.
- b. Distribute the certificate as follows:
 - i. The original will be given to the trainee.
 - ii. One (1) copy will be retained in the contractor's personnel file for that trainee.
- iii. One (1) copy will be kept in the contractor's training file.

Training Certificate

This is to certify that

has successfully completed _____ hours of On-the-Job Training as a

*under a program approved by the Secretary of Transportation,
and provided by, sponsored by, and administered by the employer,*

Presented this _____ day of _____, _____.

Employer representative

Title

Training Certificate

This is to certify that

Jane Smith

has successfully completed 720 *hours of On-the-Job Training as a*

Construction Training Assistant

*under a program established by the Department of Transportation,
and provided by, supported and administered by the employer,*

Jones Contracting Services

Presented this 15th *day of* January, 2004.

Employer representative

Human Resources Director

Title

Request to Pay Form

(Form G-04)

1. **For Use with Training Special Provision (TSP) Training:**

- a. General guidelines
 - i. Submit the “Request to Pay Form” directly to the SCDOT OJT Program Coordinator, detailing the information for each of the trainees on the project for which reimbursement is requested.
 - ii. NOTE: Reimbursement is not available for trainees who have completed less than ½ of the required training on this project, unless special arrangements have been made with the SCDOT OJT Program Coordinator ahead of time. (See additional explanation under “Reimbursement for the TSP Training” in 5.c. above.)
 - iii. If the full Training Special Provision” requirement was not met on the project, an explanation for the failure to complete the training must accompany the “Request to Pay Form.”
- b. After being reviewed and approved by the SCDOT Program Coordinator, a copy of the form and attached “Memo to Pay” or “Memo to NOT Pay” is distributed to each office as indicated below:
 - i. Original kept on the file SCDOT Office of DBE and Special Projects.
 - ii. Copy sent to DEA
 - iii. Copy sent to RCE
 - iv. Copy sent to the contractor
 - v. Copy sent to Final Plans

2. **For Use with Contractor’s General On-the-Job Training (OJT) Program (NOT for training under the Training Special Provision-TSP):**

This form is not needed with the contractor’s general On-the-Job Training program. It is needed only when training is being done in fulfillment of Training Special Provisions requirements.



Request for Payment for On-the-Job Training

SC File No: _____

Federal Aid Number: _____

SOUTH CAROLINA
DEPARTMENT OF TRANSPORTATION

Prime Contractor: _____

Contractor providing training	Trainee's Name	Social Sec. #	Classification	Hrs. Req.	Hrs. Compl.	\$ Requested	Either: (1) Length of Time Trainee Remained with Your Firm or (2) Reason Trainee Did Not Complete Training
<p>1. If additional space is needed, attach a second page. 2. If the full training requirement was not filled, please attach a separate sheet explaining in detail why the full requirement was not met.</p>							
TOTAL \$ AMOUNT REQUESTED							

I certify that the above information is accurate and complete: Name (signature) _____

Title _____

Date _____



SOUTH CAROLINA
DEPARTMENT OF TRANSPORTATION

Request for Payment for On-the-Job Training

SC File No: 11.111B

Federal Aid Number: ABC-DEFG(001)

Prime Contractor: Jones Contracting Services

Contractor providing training	Trainee's Name	Social Sec. #	Classification	Hrs. Req.	Hrs. Compl.	\$ Requested	Either: (1) Length of Time Trainee Remained with Your Firm or (2) Reason Trainee Did Not Complete Training
	Jane Smith	111-11-1111	Construction Office Assistant	720	720	576.00	Still with the firm
	John Doe	222-22-2222	Carpenter helper—road	520	300	240.00	Fired for safety violation before training was completed
3. If additional space is needed, attach a second page. 4. If the full training requirement was not filled, please attach a separate sheet explaining in detail why the full requirement was not met.							
TOTAL \$ AMOUNT REQUESTED						\$816.00	

I certify that the above information is accurate and complete: Name (signature)_____

Title _____ Human Resource Director _____ Date _____ 1/19/04 _____

Form G-04

JOB CLASSIFICATIONS AND TRAINING OUTLINES

The following pages contain training outlines for various job classifications.

These training outlines describe the areas of training and the number of hours of training in each category that must be provided for each different job classification.

After a person has been selected to train in a specific classification, copies of the training outline must be provided to the following individuals:

- The Trainee
- The Trainer
- The Project Superintendent (if this person is not also the Trainer)

It is the responsibility of the contractor to make sure that the trainee receives training in the scope of skills that are covered in the training outline. The contractor is responsible to track that the training is being done according to the guidelines of the training outline.

The training classifications are provided in alphabetical order, with crafts, operators, and all other categories integrated together.

If you desire to train in a classification that is not included in this list, you may submit a proposed training schedule (in the same model as these classification descriptions) to the SCDOT OJT Program Coordinator for consideration for approval.

ASPHALT DISTRIBUTOR

General Description

- Drives asphalt distributor.
- Sets spray bar on manual, automatic, or semi-automatic distributors for applying liquid asphalt.
- May oil, grease, service and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 1040 hours

I. Orientation and observation

- A. Safety procedures ----- 5 hours
- B. Observation (as a passenger) of machine in operation ----- 35 hours
- C. Starting and manipulating valves and levers to distribute material
and move equipment ----- 30 hours

II. Care and maintenance

- A. Safety procedures ----- 5 hours
- B. Routine fueling, lubricating and servicing ----- 35 hours

III. Actual operation of equipment

- A. Safe operating procedures ----- 5 hours
- B. Regulates valves and levers to distribute oil or bituminous
liquid for highway surfacing ----- 120 hours
- C. Operation of equipment ----- 805 hours

TOTAL HOURS ----- 1040 hours

ASPHALT LAYDOWN

General Description

- Shovels dirt, stone, and rubble from paving areas and prepares areas to grade.
- Spreads asphalt by hand shovel and hand tamps where necessary.
- Guides and directs dump trucks while backing up to paving machine hopper.
- Receives and accumulates truck delivery tickets.
- Sets out barricades.
- Sets string line for alignment, and grades and cuts joints.
- May perform other related duties.

Training Outline

Approximate training time: 520 hours

I. Orientation and observation

- A. Safety procedures ----- 5 hours
- B. Observation of operation ----- 35 hours

II. Care and maintenance

- A. Safety procedures ----- 5 hours
- B. Cleans work area ----- 15 hours

III. Applied operation

- A. Shovels dirt, stone, and rubble ----- 50 hours
- B. Prepares area to grade ----- 80 hours
- C. Spreads asphalt by hand shovel ----- 75 hours
- D. Guides and directs dump truck ----- 80 hours
- E. Receives and accumulates truck delivery tickets ----- 60 hours
- F. Sets out barricades ----- 15 hours
- G. Sets string line for alignment ----- 50 hours
- H. Grades and cuts joints ----- 50 hours

TOTAL HOURS ----- 520 hours

ASPHALT PAVER

General Description

- Operates asphalt paver, rubber tired or track type.
- May oil, grease, service and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 1040 hours

I. Orientation and observation

- A. Safety procedures ----- 5 hours
- B. Observation of machine in operation -----35 hours
- C. Starting and manipulating levers for moving equipment and
attachments -----30 hours

II. Care and maintenance

- A. Safety procedures ----- 5 hours
- B. Routine fueling, lubricating and servicing----- 150 hours

III. Actual operation of equipment

- A. Safe operating procedures ----- 5 hours
- B. Screed regulation indoctrination and operation ----- 120 hours
- C. Operation of equipment ----- 690 hours

TOTAL HOURS -----1040 hours

ASPHALT PLANT MAINTENANCE PERSON

General Description

- Performs preventative maintenance on asphalt plant.
- Performs basic repairs to the asphalt plant, including assisting with electronic repairs, changing bearings, and patching and prefabricating.
- Recording the servicing of the equipment, repairs, and parts inventory.
- Testing asphalt materials.
- Operating the plant and equipment.
- Other duties as may be required.

Training Outline

Approximate training time: 2080 hours

I. Preventive Maintenance

- A. Safety procedures -----20 hours
- B. Greasing and checking plant ----- 1000 hours
- C. Checking belts, scrapers, rollers----- 100 hours
- D. Checking motors, gear boxes, sprockets ----- 100 hours

II. Actual Repairs

- A. Safety procedures -----20 hours
- B. Assist in electronic repairs ----- 200 hours
- C. Change bearings -----20 hours
- D. Patching and prefabricating ----- 170 hours

III. Record Keeping

- A. Keeping records on service on equipment -----20 hours
- B. Keeping records of repairs done to plant -----20 hours
- C. Keeping records of repairs to be done -----20 hours
- D. Keeping up with parts inventory-----20 hours

IV. Testing and Operation

- A. Safety procedures -----20 hours
- B. Testing of asphalt, materials -----50 hours
- C. Operation of plant----- 200 hours
- D. Operation of equipment ----- 100 hours

TOTAL HOURS -----2080 hours

ASPHALT PLANT OPERATOR

General Description

- Operates asphalt plant controls to weigh and deliver specified quantities of aggregates and asphalt cement to dryer for heating and to mixer for mixing and dumping into trucks.
- Maintains proper heat in dryer by adjusting thermostatic controls and maintains proper flow of materials.
- Assists in maintenance and repair of plant equipment.
- May perform other related duties.

Training Outline

Approximate training time: 1040 hours

I. Orientation and observation

- A. Safety procedures ----- 10 hours
- B. Observation of controls in operation ----- 40 hours
- C. Starting and manipulating levers for moving equipment and attachments ----- 40 hours

II. Care and maintenance

- A. Safety procedures ----- 10 hours
- B. Routine fueling, lubricating and servicing ----- 160 hours
- C. Assists in maintenance and repair of plant equipment ----- 200 hours

III. Actual operation of equipment

- A. Safe operating procedures ----- 10 hours
- B. Operation of equipment ----- 570 hours

TOTAL HOURS -----1040 hours

AUTOMATIC FINE GRADER

General Description

- Operates automatic fine grade machine to cut and finish subgrade to close tolerance.
- Levels and guides automatically from preset stringline references and maintains precise grade electronically.
- May oil, grease, and make normal operating adjustments to machine.
- May perform other related duties.

Training Outline

Approximate training time: 720 hours

I. Orientation and observation

- A. Safety procedures ----- 5 hours
- B. Observation (as a passenger) of machine in operation -----35 hours
- C. Starting and manipulating levers and controls -----30 hours
- D. Performing other related duties -----35 hours

II. Care and maintenance

- A. Safety procedures ----- 5 hours
- B. Preventive maintenance, routine fueling, lubricating, servicing ----35 hours

III. Actual operation of equipment

- A. Safe operating procedures ----- 5 hours
- B. Setting electronic controls -----35 hours
- C. Driving and operating the machine ----- 535 hours

TOTAL HOURS ----- 720 hours

BACKHOE OPERATOR

General Description

- Operates backhoe, such as is on rear of utility tractor and on other equipment, for the purpose of digging and excavating.
- May oil, grease, and make normal operating adjustments to machine.
- May perform other related duties.

Training Outline

Approximate training time: 720 hours

I. Orientation and observation

- A. Safety procedures ----- 5 hours
- B. Observation of machine in operation -----20 hours
- C. Starting and manipulating levers for moving equipment and
attachments -----20 hours

II. Care and maintenance

- A. Safety procedures ----- 5 hours
- B. Routine fueling, lubricating, and servicing -----70 hours

III. Actual operation of equipment

- A. Safe operating procedures ----- 5 hours
- B. Trenching operations ----- 275 hours
- C. Excavating for footings, structures, etc. ----- 280 hours
- D. Special applications and functions ----- 40 hours

TOTAL HOURS ----- 720 hours

BULLDOZER -- GENERAL

General Description

- Operates tractor equipped with bulldozer blade that is operated either hydraulically or by cable.
- Capable of carrying grade and line.
- May oil, grease, service, and make normal operating adjustments to machine.
- May perform other related duties.

Training Outline

Approximate training time: 720 hours

I. Orientation and observation

- A. Safety procedures ----- 5 hours
- B. Observation (as a passenger) of machine in operation -----35 hours
- C. Starting and manipulating levers for moving equipment and attachments -----30 hours

II. Care and maintenance

- A. Safety procedures ----- 5 hours
- B. Routine fueling, lubricating, and servicing -----35 hours

III. Actual operation of equipment

- A. Safe operating procedures ----- 5 hours
- B. Movement and stockpiling of material ----- 150 hours
- C. Pushing and rough grading ----- 125 hours
- D. Clearing and grubbing ----- 125 hours
- E. Finish grading ----- 175 hours
- F. Special application ----- 30 hours

TOTAL HOURS ----- 720 hours

BULLDOZER -- UTILITY

General description

- Operates rubber-tired or crawler-type bulldozer, performing work not requiring skill of regular bulldozer operator.
- Performs work such as, but not limited to, moving materials in stockpile, rough work on grade, pusher for loading scrapers and earthmovers, etc.
- Operates tractor with other attachments such as, but not limited to, clearing rake, ripper, stumper, push block, etc.
- May oil, grease, service, and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 720 hours

I. Orientation and observation

- A. Safety procedures ----- 5 hours
- B. Observation (as a passenger) of machine in operation -----35 hours
- C. Starting and manipulating levers for moving equipment and attachments -----30 hours

II. Care and maintenance

- A. Safety procedures ----- 5 hours
- B. Routine fueling, lubricating, and servicing -----35 hours

III. Actual operation of equipment

- A. Safe operating procedures ----- 5 hours
- B. Movement and stockpiling of material ----- 150 hours
- C. Pushing and rough grading ----- 125 hours
- D. Clearing and grubbing ----- 125 hours
- E. Finish grading ----- 175 hours
- F. Special application ----- 30 hours

TOTAL HOURS ----- 720 hours

CARPENTER -- BRIDGE

General Description

- Lays out work from plans or sketch.
- Builds wooden structures, such as concrete forms, falsework, pouring, chute, scaffold, etc.
- Builds the following structures in place to line and grade or prefabricates in units to be erected later: forms for bridge, drainage structures, walls, etc.
- May perform related other duties.

Training Outline

Approximate training time: 2080 hours

I. Orientation and observation

- A. Safety procedures ----- 25 hours
- B. Use of power and hand tools ----- 200 hours
- C. Materials selection ----- 100 hours

II. Care and Maintenance

- A. Safety procedures ----- 5 hours
- B. Pier, pile, and cap formwork ----- 300 hours
- C. Decking formwork ----- 300 hours
- D. Parapet and hand railing formwork ----- 300 hours
- E. Endwall formwork ----- 300 hours

III. Blue print or construction plans reading and applications ----- 140 hours

IV. Basic forms design

- A. Safety procedures ----- 5 hours
- B. Basic forms design familiarity ----- 200 hours

V. Stripping and salvage of forms

- A. Safety procedures ----- 5 hours
- B. Stripping and salvage of forms for reuse ----- 200 hours

TOTAL HOURS -----2080 hours

CARPENTER HELPER -- BRIDGE

General Description

- Assists in making and placing forms for concrete structures.
- Places prefabricated forms, wood or metal.
- Hammers, saws, and puts in form tie.
- Strips form, moves form to new location for erection or rebuilding.
- May perform related other duties.

Training Outline

Approximate training time: 1040 hours

I. Orientation and observation

- A. Safety procedures -----20 hours
- B. Use of power and hand tools ----- 100 hours
- C. Materials selection-----50 hours

II. Care and Maintenance

- A. Safety procedures ----- 5 hours
- B. Pier, pile, and cap formwork ----- 145 hours
- C. Decking formwork ----- 150 hours
- D. Parapet and hand railing formwork ----- 150 hours
- E. Endwall formwork ----- 150 hours

III. Blue print or construction plans reading and applications -----70 hours

IV. Basic forms design

- A. Safety procedures ----- 5 hours
- B. Basic forms design familiarity -----95 hours

V. Stripping and salvage of forms

- A. Safety procedures ----- 5 hours
- B. Stripping and salvage of forms for reuse -----95 hours

TOTAL HOURS ----- 1040 hours

CARPENTER -- ROAD

General Description

- Lays out work from plans or sketch.
- Builds wooden structures, such as concrete forms, falsework, pouring, chute, scaffold, etc.
- Builds the following structures in place to line and grade or prefabricates in units to be erected later: forms for bridge, drainage structures, walls, etc.
- May perform related other duties.

Training Outline

Approximate training time: 1040 hours

I. Orientation and safe use of tools of the trade

- A. Power and hand tools -----20 hours
B. Materials selection -----20 hours

II. Applied techniques of highway construction carpentry

- A. Safety procedures ----- 5 hours
B. Pier, pile, and cap formwork ----- 145 hours
C. Decking formwork ----- 150 hours
D. Parapet and hand railing formwork ----- 150 hours
E. Endwall formwork ----- 150 hours
F. Box culverts, inlets and headwall formwork ----- 150 hours

III. Blue print or construction plans reading and applications -----50 hours

IV. Basic forms design

- A. Safety procedures ----- 5 hours
B. Basic forms design familiarity -----95 hours

V. Stripping and salvage of forms

- A. Safety procedures ----- 5 hours
B. Stripping and salvage of forms for reuse -----95 hours

TOTAL HOURS -----1040 hours

COLD FEED ATTENDANT (ASPHALT PLANT)

General Description

- Operates conveyor system controls to move and deliver cold or raw material to storage including operation of in-line screen units.
- Unloads rail cars of stone, gravel, and sand, and directs unloading of dump trucks.
- Lubricates and assists in the maintenance of conveyor system.
- May perform other related duties.

Training Outline

Approximate training time: 520 hours

I. Orientation and observation

- A. Safety procedures ----- 5 hours
- B. Observation of conveyor system controls -----35 hours

II. Care and maintenance

- A. Safety procedures ----- 5 hours
- B. Routine lubrication -----40 hours
- C. Assist in maintenance of conveyor system -----50 hours

III. Actual operation of conveyor

- A. Moves and delivers cold or raw material to storage, including operation of in-line screen units ----- 150 hours
- B. Unloads rail cars ----- 150 hours
- C. Directs unloading of dump trucks. -----85 hours

TOTAL HOURS ----- 520 hours

CONCRETE FINISHER

General Description

- Finishes wet surfaces to grade with hand tools, float, trowel, screed, template, and straight edge on all types of concrete work requiring a fine finish.
- May perform other related duties.

Training Outline

Approximate training time: 1040 hours

I. Orientation and observation

- A. Safety procedures ----- 5 hours
- B. Observation of use of straight edges, floats, and steel trowels -----25 hours
- C. Observation of forming a finishing of edges and joints -----25 hours
- D. Observation of use of concrete finishing machine ----- 15 hours

II. Care and maintenance

- A. Safety procedures ----- 5 hours
- B. Routine cleaning work area and materials, holding materials
and tools, and handling canvas belting or burlap strips ----- 195 hours
- C. Routine fueling, lubricating and servicing -----50 hours

III. Actual operation of equipment

- A. Safe operating procedures ----- 10 hours
- B. Basic operation of tools ----- 200 hours
- C. Forming and finishing edges, joints, curbs, gutters, paving,
and structures ----- 310 hours
- D. Operation of trowels, straight edges, floats, or finishing machine-200 hours

TOTAL HOURS -----1040 hours

CONCRETE FINISHING MACHINE OPERATOR

General Description

- Operates machine running on forms, spreads strikes off, and screeds to correct elevation.
- May oil, grease, and make normal operating adjustments to machine.
- May perform other related duties.

Training Outline

Approximate training time: 1040 hours

I. Orientation and observation

- A. Safety procedures ----- 5 hours
- B. Observation of machine in operation -----35 hours
- C. Starting and manipulating levers for moving equipment and attachments -----30 hours

II. Care and maintenance

- A. Safety procedures ----- 5 hours
- B. Routine fueling, lubricating, and servicing ----- 150 hours

III. Actual operation of equipment

- A. Safe operating procedures ----- 5 hours
- B. Screed regulation indoctrination and operation ----- 120 hours
- C. Operation of machine ----- 690 hours

TOTAL HOURS -----1040 hours

CONCRETE PAVER OPERATOR

General Description

- Operates paving machine.
- Charges, mixes and discharges concrete.
- Apportions water and times mixing cycle.
- May oil, grease, service and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 1040 hours

I. Orientation and observation

- A. Safety procedures ----- 5 hours
- B. Observation of machine in operation ----- 35 hours
- C. Starting and manipulating levers for moving equipment and
attachments ----- 30 hours

II. Care and maintenance

- A. Safety procedures ----- 5 hours
- B. Routine Fueling, lubricating, and servicing ----- 150 hours

III. Actual operation of equipment

- A. Safe operating procedures ----- 5 hours
- B. Regulate equipment to mix and discharge concrete, apportion
water, and time mixer cycle ----- 120 hours
- C. Operation of machine ----- 690 hours

TOTAL HOURS -----1040 hours

CONCRETE PLANT OPERATOR

General Description

- Operates controls to deliver and weigh specified quantities of aggregate, Portland cement, fly ash, air intraining agent, and water to mix and dump into trucks.
- Adjust water and mixing time as permitted by the owner to assure a consistent concrete.
- Assist in maintenance and repair of all plant equipment.
- Assist in erecting and dismantling plant.
- Requires knowledge of process and controls, as well as skill in operating controls to maintain quality concrete at maximum production.

Training Outline

Approximate training time: 1040 hours

I. Orientation and observation

- A. Safety procedures ----- 10 hours
- B. Observation of controls in operation ----- 10 hours
- C. Starting and manipulating levers for moving equipment and
attachments ----- 40 hours

II. Care and maintenance

- A. Safety procedures ----- 10 hours
- B. Routine fueling, lubricating, and servicing ----- 160 hours
- C. Assists in maintenance and repair of plant equipment ----- 200 hours

III. Actual operation of equipment

- A. Safe operating procedures ----- 10 hours
- B. Operation of plant ----- 600 hours

TOTAL HOURS -----1040 hours

CONCRETE SAW OPERATOR

General Description

- Operates a water-cooled power saw with either a diamond blade or an abrasive blade to saw expansion and contraction joints in concrete paving.
- May also be used to saw asphaltic pavements.
- May oil, grease, or otherwise service and make necessary adjustments to equipment as needed.
- May perform other related duties.

Training Outline

Approximate training time: 1040 hours

I. Orientation and observation

- A. Safety procedures ----- 5 hours
- B. Observation of work of concrete paving saw operator -----50 hours
- C. Assist concrete paving saw operator -----45 hours

II. Care and maintenance

- A. Safety procedures ----- 5 hours
- B. Routine servicing, greasing, and oiling -----35 hours

III. Actual operation of equipment

- A. Safe operating procedures ----- 5 hours
- B. Saw expansion and contraction joints in concrete paving ----- 700 hours
- C. Saw asphaltic pavements ----- 195 hours

TOTAL HOURS -----1040 hours

CONCRETE SPREADER OPERATOR

General Description

- Operates a self-propelled machine that rides on the paving forms behind concrete pavers.
- Operates controls to spread fresh concrete evenly over subgrade or in concrete forms.
- Points out low spots in freshly poured concrete so that more concrete can be dumped in that spot.
- May oil, grease, or otherwise service and make necessary adjustments to equipment as needed.
- May perform other related duties.

Training Outline

Approximate training time: 1,040 hours

I. Orientation and observation

- A. Safety procedures ----- 5 hours
- B. Observation of machine in operation ----- 35 hours
- C. Starting and manipulating levers for moving equipment and attachments ----- 30 hours

II. Care and maintenance

- A. Safety procedures ----- 5 hours
- B. Routine fueling, lubrication, and servicing ----- 150 hours

III. Actual operation of equipment

- A. Safe operating procedures ----- 5 hours
- B. Regulation, indoctrination, and operation ----- 120 hours
- C. Operation of machine ----- 690 hours

TOTAL HOURS ----- 1,040 hours

CONCRETE TECHNICIAN

General Description

- Works with mix designs and tests concrete to determine strength; more specifically takes sand and stone samples for gradation compliance.
- Runs gradation tests, tests air in concrete, takes cores for depth check, tests slump of concrete, makes beams for strength determination.
- May perform other related duties.

Training Outline

Approximate training time: 520 hours

I. Orientation and observation

- A. Safety procedures ----- 5 hours
- B. Observation of gradation testing of sand and stone -----20 hours
- C. Observation of testing of samples of concrete ----- 15 hours

II. Care and maintenance

- A. Safety procedures ----- 5 hours
- B. Observation and maintenance of laboratory equipment ----- 15 hours
- C. Learning to analyze tests and preparing test results reports -----20 hours

III. Actual operation of equipment

- A. Safe operating procedures ----- 5 hours
- B. Testing sand and stone samples for gradation -----50 hours
- C. Testing samples of concrete for Air In, depth, and slump; make beams ----- 385 hours

TOTAL HOURS ----- 520 hours

CONSTRUCTION FIELD OFFICE ASSISTANT

General Description

- Work with job superintendent in coordinating and monitoring purchases as well as scheduling their arrival.
- Work as project timekeeper and orchestrator of the labor force, including interviewing, hiring, and indoctrinating new employees.
- Coordinate construction activities with the State Highway Department.
- Perform other related duties.

Training Outline

Approximate training time: 720 hours

I. Orientation

- A. Requirements of purchasing -----20 hours
- B. Payroll procedures and labor analysis -----40 hours
- C. Corporate policy review (personnel) -----15 hours

II. Application

- A. Purchasing and scheduling -----120 hours
- B. Keeping time and monitoring workers activities -----150 hours
- C. Assimilating new employees -----70 hours
- D. Overview of all job activities -----120 hours

III. Office coordination

- A. Assisting job superintendent -----40 hours
- B. Main office and field office coordination ----- 145 hours

TOTAL HOURS ----- 720 hours

CRANE, DRAGLINE, AND SHOVEL OPERATOR -- OVER 1 YD

General Description

- Operates crane, dragline, and shovel.
- Grades to line and grades from reference points.
- Operates crane to hoist and move materials, raise and lower heavy weights, charge cold feed bins, etc.
- Uses dragline, clamshell, gradall, orange peel, and other related attachments.
- May oil, grease, service, and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 2080 hours

I. Orientation and observation

- A. Safety procedures ----- 10 hours
- B. Observation (as a passenger) of machine in operation ----- 50 hours
- C. Starting and manipulating levers for moving equipment and attachments ----- 50 hours

II. Care and maintenance

- A. Safety procedures ----- 10 hours
- B. Routine fueling, lubricating, and servicing ----- 300 hours

III. Actual operation of equipment

- A. Safe operating procedures ----- 10 hours
- B. Excavation of footings and removal of unsuitable materials ----- 300 hours
- C. Loading and unloading materials ----- 350 hours
- D. Trenching for pipe, etc. ----- 250 hours
- E. Hoisting materials ----- 400 hours
- F. Placement of beams, pipes, girders, piles, etc. ----- 300 hours
- G. Charge hoppers with materials on asphalt and concrete plants --- 50 hours

TOTAL HOURS -----2080 hours

CRANE, DRAGLINE, AND SHOVEL OPERATOR -- 1 YD AND UNDER

General Description

- Operates crane, dragline, and shovel.
- Grades to line and grades from reference points.
- Operates crane to hoist and move materials, raise and lower heavy weights, charge cold feed bins, etc.
- Uses dragline, clamshell, gradall, orange peel, and other related attachments.
- May oil, grease, service, and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 1040 hours

I. Orientation and observation

- A. Safety procedures ----- 5 hours
- B. Observation (as a passenger) of machine in operation -----50 hours
- C. Starting and manipulating levers for moving equipment and
attachments -----45 hours

II. Care and maintenance

- A. Safety procedures ----- 5 hours
- B. Routine fueling, lubricating, and servicing ----- 295 hours

III. Actual operation of equipment

- A. Safe operating procedures ----- 5 hours
- B. Trenching operations (for pipe laying, etc.) ----- 300 hours
- C. Excavating (for structures, footings, etc.) ----- 300 hours
- D. Special applications and functions ----- 35 hours

TOTAL HOURS -----1040 hours

CRANE OPERATOR – HYDRAULIC

General Description

- Operates boom-type equipment to hoist and move materials, raise and lower heavy weights and perform other related operations.
- Workers are classified according to the type of machine or attachment used, location of machine, or work performed; i.e. Clamshell operator is so designated when machine is equipped with hinged-type attachment.
- Operates crane to perform such work as excavation, pouring concrete and setting steel that requires close conformance to specifications and is subjected to a strict inspection.
- Equipment may be used for other miscellaneous tasks for which crane or stick type equipment is required.
- May require hoist operations and pile driving operations.
- May oil, grease, service, and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 1010 hours

I. Orientation and observation

- A. Safety procedures ----- 10 hours
- B. Observation (as a passenger) of machine in operation ----- 145 hours
- C. Starting and manipulating levers for moving equipment and attachments ----- 145 hours

II. Care and maintenance

- A. Safety procedures ----- 10 hours
- B. Routine fueling, lubricating, and servicing ----- 90 hours

III. Actual operation of equipment

- A. Safe operating procedures ----- 10 hours
- B. Operating boom-type equipment to hoist and move materials, raise and lower heavy weights, and perform other related operations - 295 hours
- C. Excavation (for structures, footings, pipe laying, etc.)----- 170 hours
- D. Special applications and functions ----- 135 hours

TOTAL HOURS -----1010 hours

CRUSHER FEEDER

General Description

- Operates stone crushing plant.
- Starts and stops plant, regulates feeder, installs and adjusts screens.
- May oil, grease, service and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 1040 hours

I. Orientation and observation

- A. Safety procedures ----- 5 hours
- B. Observation of machine in operation -----40 hours

II. Care and maintenance

- A. Safety procedures ----- 5 hours
- B. Routine lubricating, oiling, and greasing -----50 hours

III. Actual operation of equipment

- A. Safe operating procedures ----- 5 hours
- B. Regulate feeder, install and adjust screens ----- 10 hours
- C. Operation of conveyors and crusher operations ----- 120 hours
- D. Operation of crusher ----- 805 hours

TOTAL HOURS -----1040 hours

CURB AND GUTTER BUILDER

General Description

- Constructs concrete curb and gutter sidewalks, which do not require a fine finish.
- Grades earth with hand tools for setting steel forms.
- Sets and aligns steel forms.
- Places concrete in forms from ready-mix trucks with hand tools and shovels.
- Uses float trowel and templates.
- Edges concrete and completes with brush or broom.
- Not required to lay out work or to establish lines and grades.
- May perform other related work.

Training Outline

Approximate training time: 1040 hours

I. Orientation and observation

- A. Safety procedures ----- 5 hours
- B. Observation of operation -----35 hours
- C. Observation of power and hand tools -----20 hours

II. Care and maintenance

- A. Safety procedures ----- 5 hours
- B. Hand and power tools -----20 hours
- C. Steel forms -----20 hours

III. Applied techniques of building curb and gutter

- A. Curb and gutter construction ----- 300 hours
- B. Grading earth ----- 135 hours
- C. Set and align steel forms ----- 100 hours
- D. Place and finish concrete ----- 300 hours
- E. Edge and finish concrete with brush or broom ----- 100 hours

TOTAL HOURS -----1040 hours

CURB MACHINE OPERATOR

General Description

- Operates curb machine, setting of elevation and stringline, and preparing subgrade.
- Set up for grade trimming/slipforms, pre-operational instruction, and slipform curb operation.
- May perform other related duties.

Training Outline

Approximate training time: 520 hours

I. Orientation and observation

- A. Safety procedures ----- 5 hours
- B. Observation of machine in operation -----20 hours
- C. Starting and manipulating control panel ----- 15 hours

II. Care and maintenance

- A. Safety procedures ----- 5 hours
- B. Routine fueling, lubricating, and servicing; ordering parts -----35 hours

III. Actual operation of equipment

- A. Safe operating procedures ----- 5 hours
- B. Setting stringlines -----50 hours
- C. Operating to string and detecting malfunctions ----- 250 hours
- D. Adjustments on grade and slope ----- 100 hours
- E. Familiarization of radius and curve -----35 hours

TOTAL HOURS ----- 520 hours

DRILL OPERATOR

General description

- Operates drilling machine, such as wagon drill, air trac, well driller, etc., for the purpose of drilling rock, shale, or other materials.
- Starts, stops, and services portable air compressor.
- May oil, grease, service, and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 1040 hours

I. Orientation and observation

- A. Safety procedures ----- 5 hours
- B. Observation of machine in operation -----50 hours
- C. Starting and manipulating levers for moving equipment and attachments -----45 hours

II. Care and maintenance

- A. Safety procedures ----- 5 hours
- B. Routine fueling, lubricating, and servicing ----- 295 hours

III. Actual operation of equipment

- A. Safe operating procedures ----- 5 hours
- B. Purpose of various types of drills ----- 5 hours
- C. Fasten drill, adjust drill angle and lock into position, adjust drill speed ----- 495 hours
- D. Adjustments to equipment ----- 100 hours
- E. Special applications and functions ----- 35 hours

TOTAL HOURS -----1040 hours

ELECTRICIAN -- BRIDGE

General description

- Help lay out work from plans or sketch
- Cut and thread conduit, install anchors and straps, pull wire, etc.
- Equipment setting
- May perform other related duties.

Training Outline

Approximate training time: 2080 hours

I. Orientation and observation

- A. Safety procedures -----20 hours
- B. Use of power and hand tools ----- 200 hours
- C. Materials selection ----- 100 hours

II. Care and maintenance

- A. Safety procedures ----- 10 hours
- B. Setting up benders -----60 hours
- C. Bending conduit----- 300 hours
- D. Installing conduit----- 600 hours
- E. Pulling wire ----- 300 hours

III. Blue print or construction plans reading and applications ----- 140 hours

IV. Setting Equipment

- A. Safety procedures ----- 5 hours
- B. Setting MCC's Transformers, Generators ----- 250 hours

V. Tool storing and clean up

- A. Safety procedures ----- 5 hours
- B. Tool storing-----45 hours
- C. Clean up -----45 hours

TOTAL HOURS -----2080 hours

ELECTRICIAN – TECHNICIAN

General Description

- Cut and thread aerial lines, conduit, install anchors and straps, pull wire, etc.
- Equipment setting – lay or run electrical wire and conduit and splicing
- May perform other related duties.

Training Outline

Approximate training time: 520 hours

I. Orientation and observation

- A. Safety procedures plan & operating procedures, including OSHA regulation 29 CFR 1926 such as Parts C, D, E, F, G, H, I-----10 hours
- B. Observation and use of power and hand tools -----30 hours
- C. Introduction to Materials selection-----20 hours

II. Care and maintenance

- A. Safety procedures -----20 hours
- B. Bending conduit-----80 hours
- C. Installing conduit -----80 hours
- D. Pulling wire -----70 hours

III. Blue print or construction plans reading and applications -----20 hours

IV. Setting Equipment

- A. Safety procedures ----- 20 hours
- B. Setting MCC's Transformers, Generators -----80 hours

V. Tool storing and clean up

- A. Safety procedures -----20 hours
- B. Tool storing-----50 hours
- C. Clean up -----20 hours

TOTAL HOURS ----- 520 hours

EROSION CONTROL

General Description

- Controls erosion around construction site.
- Oversees the proper erection, placement, removal, and storage of required erosion control materials.
- Maintains necessary supplies.
- May perform related other duties.

Training Outline

Approximate training time: 520 hours

I. Orientation and observation

- A. Safety procedures ----- 10 hours
- B. Learns & fully understands the basic functions & requirements
of the position-----20 hours
- C. Becomes familiar with applicable regulations and/or policies -----20 hours

II. Applied Techniques

- A. Develops & maintains ways of controlling erosion on a daily
basis, including acting as a liaison between the project
superintendent & project engineer----- 150 hours
- B. Ensures that adequate supplies are on hand to meet required
needs -----20 hours
- C. Oversees the proper erection, placement, and dismantling of
required erosion control materials on a daily basis ----- 200 hours
- D. Remains alert to any changes that occur throughout day and
takes steps to implement suitable control procedures ----- 100 hours

TOTAL HOURS ----- 520 hours

EROSION CONTROL TECHNICIAN

General Description

- Controls erosion around construction site.
- Maintains necessary supplies.
- Assists in proper erection, placement, removal, and storage of required erosion control materials.
- May perform related other duties.

Training Outline

Approximate training time: 520 hours

I. Orientation and observation

- A. Safety procedures ----- 10 hours
- B. Learns & fully understands the basic functions & requirements
of the position-----20 hours
- C. Becomes familiar with applicable regulations and/or policies -----20 hours

II. Applied Techniques

- A. Develops & maintains a suitable relationship with project
superintendent & project engineer. Maintains ways & means of
controlling and preventing erosion on a daily basis -----50 hours
- B. Sees that adequate supplies are on hand to meet needs -----20 hours
- C. Responsible for properly placing and removing required erosion
control materials as required by the project specifications----- 200 hours
- D. Monitors daily silt fence/erosion prevention devices and takes
appropriate measures to correct deficiencies ----- 200 hours

TOTAL HOURS ----- 520 hours

FENCE ERECTOR

General Description

- Erects and repairs fences and gates along roadways, using tractor or truck mounted equipment (auger, driver, etc.), power or hand tools.
- Establishes fence line from plans and marks positions for post holes.
- Digs post holes and sets posts in upright position.
- Aligns posts using string line or by sighting along edges of posts
- Secures post in post hole with concrete or other materials to embed post
- Verifies vertical alignment of post with plumb bob or level.
- Constructs horizontal bracing between posts when required.
- Stretches material, if necessary, to produce a uniform product and attaches fence to post
- Attaches hardware as necessary for gates, etc.
- May be required to blast rock or clear trees and shrubs along fence line.
- May perform other related duties.

Training Outline

Approximate training time: 520 hours

I. Orientation and observation ----- 30 hours

- A. Safety and environmental procedures
- B. Observation (as a passenger)
- C. Starting and manipulating levers and controls
- D. Performing other related duties

II. Care and maintenance ----- 70 hours

- A. Safety procedures
- B. Power and hand tools
- C. Equipment
- D. Work area

III. Actual work activities ----- 420 hours

- A. Lays out and clears fence lines
- B. Determines post locations
- C. Digs hole and sets post or drives post to proper alignment and grade
- D. Pour incidental concrete
- E. Cuts and installs braces
- F. Stretches and fastens wire or attaches fence material
- G. Final alignment and clean up

TOTAL HOURS ----- 520 hours

FOREMAN – BRIDGE CONSTRUCTION

General description

- Supervises crew to include recruitment, training, and direct supervision.
- Responsible for coordinating work with regard to inspection, material supply, and equipment required.
- Keeps personnel records to include payroll time and administer company personnel policy.

Training Outline

Approximate training time: 2080 hours

I. Orientation and observation

- A. Understanding the function of the job ----- 200 hours
- B. Understanding Company timekeeping and payroll procedures ----- 15 hours
- C. Understanding Company EEO policy----- 15 hours
- D. Understanding Company Safety Policy -----50 hours
- E. Supervisory instruction ----- 200 hours

II. Advanced blueprint or construction plan reading ----- 100 hours

III. Applied techniques of bridge construction

- A. Equipment supervision and maintenance ----- 200 hours
- B. Care of materials and job site security ----- 150 hours
- C. Operational planning and cost control----- 200 hours
- D. Familiar with standard specs ----- 350 hours
- E. Able to communicate effectively and to be able to get along
with employees, other personnel, the general public,
engineers, inspectors, and the DOT ----- 200 hours
- F. Understanding of grades, superelevations, vertical curves, etc.-- 400 hours

TOTAL HOURS -----2080 hours

Suggested Related Training

1. Red Cross First Aid Certification
2. Industry safety publication
3. Blueprint reading
4. Industrial relations, personnel management
5. Laws pertaining to contraction, EEO, etc.

The trainee shall be given instruction and training in all branches of the occupation listed in the Training Outline as necessary to become skilled in the occupation. The work experience need not be in the precise order as listed, nor do the scheduled hours of any operation need to be continuous, to permit flexibility to the normal production schedule.

FOREMAN – GRADING

General description

- Supervises crew to include recruitment, training, and direct supervision.
- Responsible for coordinating work with regard to inspection, material supply, and equipment required.
- Keeps personnel records to include payroll time and administer company personnel policy.

Training Outline

Approximate training time: 2080 hours

I. Orientation and observation

- A. Understanding the function of the job ----- 200 hours
- B. Understanding Company timekeeping and payroll procedures ---- 15 hours
- C. Understanding Company EEO policy----- 15 hours
- D. Understanding Company Safety Policy -----50 hours
- E. Supervisory instruction ----- 200 hours

II. Advanced blueprint or construction plan reading ----- 100 hours

III. Applied techniques of construction

- A. Equipment supervision and maintenance ----- 400 hours
- B. Care of materials and job site security ----- 100 hours
- C. Operational planning, materials and testing ----- 400 hours
- D. Staking, grading, and Quality Control ----- 400 hours
- E. Able to communicate effectively and to be able to get along
with employees, other personnel, the general public,
engineers, inspectors, and the DOT ----- 200 hours

TOTAL HOURS -----2080 hours

Suggested Related Training

1. Red Cross First Aid Certification
2. Industry safety publication
3. Blueprint reading
4. Industrial relations, personnel management
5. Laws pertaining to contraction, EEO, etc.

The trainee shall be given instruction and training in all branches of the occupation listed in the Training Outline as necessary to become skilled in the occupation. The work experience need not be in the precise order as listed, nor do the scheduled hours of any operation need to be continuous, to permit flexibility to the normal production schedule.

FOREMAN – HIGHWAY CONSTRUCTION

General description

- Supervises and coordinates the activities of workers under him engaged in one or more occupations.
- Studies production schedules and estimates man-hour requirements for the completion of the job.

Training Outline

Approximate training time: 2000 hours

I. Administration ----- 200 hours

- A. Interpreting company policy to workers
- B. Enforcing safety regulations
- C. Maintaining time and production records
- D. Coordinating work schedules with other foreman
- E. Recruiting
- F. Inspecting materials

II. Production ----- 1500 hours

- A. Receives instructions and specifications from superintendents and transmits them to other members of the crew
- B. Interprets blueprints, specifications and job orders.
- C. Assists workers in solving jobsite problems.
- D. Operates power equipment and other machinery as needed.
- E. Regularly performs all tasks of workers in the crew.

III. Personnel ----- 300 hours

- A. Supervises crew in absence of superintendent
- B. Recommends personnel actions such as promotions, transfers, discharges, and disciplinary action
- C. Trains/orients new employees and/or trainees

TOTAL HOURS -----2000 hours

Suggested Related Training

1. Red Cross First Aid Certification
2. Industry safety publication
3. Blueprint reading
4. Industrial relations, personnel management
5. Laws pertaining to contraction, EEO, etc.

The trainee shall be given instruction and training in all branches of the occupation listed in the Training Outline as necessary to become skilled in the occupation. The work experience need not be in the precise order as listed, nor do the scheduled hours of any operation need to be continuous, to permit flexibility to the normal production schedule.

FOREMAN – PAVING

General description

- Supervises crew to include recruitment, training, and direct supervision.
- Responsible for coordinating work with regard to inspection, material supply, and equipment required.
- Keeps personnel records to include payroll time and administer company personnel policy.

Training Outline

Approximate training time: 2080 hours

I. Orientation and observation

- A. Understanding the function of the job ----- 200 hours
- B. Understanding Company timekeeping and payroll procedures ----- 15 hours
- C. Understanding Company EEO policy----- 15 hours
- D. Understanding Company Safety Policy -----50 hours
- E. Supervisory instruction ----- 200 hours

II. Advanced blueprint or construction plan reading ----- 100 hours

III. Applied techniques of roadway construction

- A. Equipment supervision and maintenance ----- 400 hours
- B. Care of materials and job site security ----- 100 hours
- C. Operational planning / job management----- 600 hours
- D. Paving preparation and quality control ----- 200 hours
- E. Able to communicate effectively and to be able to get along
with employees, other personnel, the general public,
engineers, inspectors, and the DOT ----- 200 hours

TOTAL HOURS -----2080 hours

Suggested Related Training

1. Red Cross First Aid Certification
2. Industry safety publication
3. Blueprint reading
4. Industrial relations, personnel management
5. Laws pertaining to contraction, EEO, etc.

The trainee shall be given instruction and training in all branches of the occupation listed in the Training Outline as necessary to become skilled in the occupation. The work experience need not be in the precise order as listed, nor do the scheduled hours of any operation need to be continuous, to permit flexibility to the normal production schedule.

FORM GRADER

General description

- Operates form grader machine, roughly equivalent in size and horsepower to an industrial farm tractor.
- Rough grades form lines to approximately finished grade, sets necessary strings and stakes.
- May oil, grease, service, and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 520 hours

I. Orientation and observation

- A. Safety procedures ----- 5 hours
- B. Observation of machine in operation ----- 15 hours
- C. Starting, stopping, and manipulating levers for operation ----- 15 hours

II. Care and maintenance

- A. Safety procedures ----- 5 hours
- B. Routine fueling, lubricating, and servicing ----- 30 hours

III. Actual operation of equipment

- A. Reading grade stakes ----- 10 hours
- B. Grading form lines to approximate finished grade ----- 300 hours
- C. Setting necessary strings and stakes ----- 135 hours
- D. Safe operation procedures ----- 5 hours

TOTAL HOURS ----- 520 hours

FORMSETTER ROAD

General Description

- Fits together, align, and sets to grade metal or wooden form for holding concrete
- Sets line for slip forms.
- May use hammer, saw, square, level, and such fastening devices as may be required.
- May perform other related duties.

Training Outline

Approximate training time: 720 hours

I. Orientation and observation

- A. Safety procedures ----- 5 hours
- B. Observation of placing of forms -----20 hours
- C. Observation of form stripping and curing -----20 hours

II. Care and maintenance

- A. Safety procedures ----- 5 hours
- B. Help strip forms, clean forms and clean work area -----20 hours

III. Actual operation of equipment

- A. Safe operating procedures ----- 5 hours
- B. Hold and help align forms, drive stakes for braces, and help erect scaffolding ----- 200 hours
- C. Observe and assist in placing concrete ----- 145 hours
- D. Measures space between forms, fits together plumbs vertically, sets to elevation ----- 200 hours
- E. Check forms while concrete is being poured ----- 100 hours

TOTAL HOURS ----- 720 hours

FORMSETTER BRIDGE

General Description

- Fits together, align, and sets to grade metal or wooden form for holding concrete, and sets line for slip forms.
- May use hammer, saw, square, level, and such fastening devices as may be required.
- May perform other related duties.

Training Outline

Approximate training time: 730 hours

I. Orientation and observation

- A. Safety procedures ----- 5 hours
- B. Observation of placing of forms -----20 hours
- C. Observation for form stripping and setting or precast concrete ----20 hours
- D. Reading and interpreting falsework/formwork drawing-----10 hours

II. Care and maintenance

- A. Safety procedures ----- 5 hours
- B. Help strip forms and clean work area -----20 hours

III. Actual operation of equipment

- A. Safe operating procedures ----- 5 hours
- B. Hold and help align forms, drive stakes for braces, and help erect scaffolding ----- 200 hours
- C. Observe and assist in setting precast concrete ----- 145 hours
- D. Measures space between forms, fits together plumbs vertically, sets to elevation ----- 200 hours
- E. Check forms while concrete is being poured ----- 100 hours

TOTAL HOURS ----- 730 hours

GPS OPERATOR

General description

- Sets up, adjusts, and operates surveying instruments.
- Works from engineering plans to establish lines, points, and grades for construction purposes; keeps engineering notes and records of data secured.
- Computes cross sections of work performed for cost or payment purposes.
- Has full supervision over and directs Rodperson.
- Is responsible for accuracy of this field engineering work.
- May perform other related duties.

Training Outline

Approximate training time: 520 hours

I. Orientation-----2 hours

II. GPS Operator's Instruction ----- 123 hours

- A. Toolbox Safety Meeting
- B. Observe proper operation of the GPS equipment
- C. Receive instruction on basic function and preparation of daily functions
- D. Introduction to proper care, storage, and usage of GPS system
- E. Learn proper method of transporting GPS equipment (sequence of usage for various procedures)

III. GPS Operation and Setup ----- 195 hours

- A. Toolbox Safety Meeting
- B. Establish standard procedure and scheduling for preventative maintenance on GPS equipment
- C. Develop plan for corrective maintenance
- D. Sets and assembles GPS for use on the job site
- E. Receives instruction on company policy and observes methods to receive and store GPS for use on the project

IV. GPS Operator Application----- 200 hours

- A. Toolbox Safety Meeting
- B. Demonstrate ability to receive and store GPS equipment needed for job under supervision
- C. Plans, arranges and transports GPS equipment to project site
- D. Assists in the planning and implementation of preventative and corrective maintenance of equipment
- E. Work with tools of trade to maintain equipment in good working order

TOTAL HOURS ----- 520 hours

GRADALL OPERATOR

General Description

- Operates Gradall to dig trench to set grade under Foreman's supervision
- Pick up, swing and lower pipe into trench and backfill
- Excavate around hard-to-get-to items such as telephone and power poles, manholes, water valves, catch basins, etc.
- Backfill curb and gutter, landscape shoulders and backslopes.
- Load borrow and waste into trucks.
- Unload and place temporary concrete barrier during traffic control operations.
- May perform other related duties

Training Outline

Approximate training time: 1040 hours

I. Orientation and Observation

- A. Safety procedures ----- 5 hours
- B. Observation of machine in operation -----45 hours
- C. Starting and manipulating valves and levers -----50 hours

II. Care and Maintenance

- A. Safety procedures ----- 5 hours
- B. Routine fueling, lubricating and servicing-----70 hours

III. Actual Operation of Equipment

- A. Safety procedures ----- 5 hours
- B. Trenching and traffic control operations ----- 300 hours
- C. Excavating around hard-to-get-to items----- 300 hours
- D. Special applications and functions -----35 hours
- E. Operation of equipment ----- 225 hours

TOTAL HOURS -----1040 hours

GRADE CHECKER

General description

- Positions batterboards or pins to indicate direction of cut.
- Hammers batterboard pins into ground at designated intervals.
- Tests contour of road subgrade to determine uniformity of contour.
- Shovels dirt from high areas and tamps it into low areas to obtain uniform contour.
- May signal operator of grading machine to correct discrepancies.

Training Outline

Approximate training time: 520 hours

I. Orientation and observation

- A. Safety procedures ----- 5 hours
- B. Observation of placing grade pins and line -----20 hours
- C. Observation of setting and checking grade -----25 hours

II. Care and maintenance

- A. Safety procedures ----- 5 hours
- B. Helping set grade pins and lines -----25 hours

III. Actual operation of equipment

- A. Safe operating procedures ----- 5 hours
- B. Setting and driving pins and braces in place ----- 100 hours
- C. Observe and assist in setting grade ----- 200 hours
- D. Check grade and lines before and after grading operations ----- 135 hours

TOTAL HOURS ----- 520 hours

GREASER / OILER

General description

- Operates fuel, grease, and oil truck.
- Lubricates moving parts and wearing surfaces of equipment as assigned.
- Operates pressure greasing equipment.
- Cleans equipment.
- May perform other related duties.

Training Outline

Approximate training time: 1040 hours

I. Orientation and observation

- A. Safety procedures ----- 5 hours
- B. Observation of truck in operation ----- 10 hours
- C. Starting and manipulating vehicle ----- 15 hours

II. Care and maintenance

- A. Safety procedures ----- 10 hours
- B. Lubricates moving parts and wearing surfaces of equipment ---- 100 hours
- C. Cleans equipment ----- 100 hours

III. Actual operation of equipment

- A. Safe operating procedures ----- 100 hours
- B. Operates pressure greasing equipment ----- 400 hours
- C. Operation of vehicle ----- 300 hours

TOTAL HOURS -----1040 hours

GUARDRAIL ERECTOR

General Description

- Erects and repairs various types of guardrail according to plans, standards and specifications.
- Assist with layout and marking for proper spacing and alignment.
- May operate truck or tractor mounted equipment (auger, pounder/driver) necessary for post installation and ensures proper depth of post.
- Uses power and hand tools in conjunction with hanging and attaching rail.
- May require mixing/placing concrete for post and anchor installations.
- May perform related other duties.

Training Outline

Approximate training time: 720 hours

- I. Orientation and observation ----- 80 hours**
- A. Safety procedures
 - B. Use of power and hand tools
 - C. Materials selection
- II. Care and Maintenance ----- 60 hours**
- A. Safety procedures
 - B. Hand tools, power tools, work area
- III. Actual Functions of Guardrail Erection ----- 580 hours**
- A. Safety procedures
 - B. Reading plans, standards, and specifications
 - C. Layout work area
 - D. Incidental concrete pouring and post setting
 - E. Post hole digging and post driving equipment operation
 - F. Guardrail attachment, painting and finishing
- TOTAL HOURS ----- 720 hours**

HYDRO SEEDER OPERATOR

General Description

- Operates truck mounted hydro sprayer to cover designated areas with mixture of grass seed, fertilizer and mulch according to specifications.
- Pumps water and dumps seed, fertilizer and wood fiber into hydro sprayer tank according to formula.
- Connects hoses and nozzles, selected according to terrain and distribution pattern requirements.
- Starts motors and engages machinery, such as hydro sprayer agitator and pump.
- Lifts, pushes and swings nozzle, hose and tube to direct spray over designated area.
- Covers area to specified depth, applying knowledge of weather conditions, such as humidity and wind velocity; machinery capacities, such as droplet size and elevation to-distance ratio; and obstructions, such as trees and buildings.
- Gives instructions to truck driver, using hand and horn signals, to ensure complete coverage of designated area.
- Cleans equipment and may service and make normal operating adjustments to equipment
- May perform other related duties.

Training Outline

Approximate training time: 520

- I. Orientation and observation -----40 hours**
- A. Overview of industry
 - B. Company policies and procedures
 - C. Instructions and observations
 - D. Practical experience/applied techniques
- II. Environmental considerations -----10 hours**
- III. Safety associated with this operation -----30 hours**
- IV. Care and maintenance -----35 hours**
- A. Routine fueling, lubrication and servicing
 - B. Minor repairs
 - C. Operation adjustments
 - D. Cleaning of equipment and work area
- V. Applicable work activities-----405 hours**
- A. Fills hydro sprayer tank with appropriate material
 - B. Connects hoses and nozzles
 - C. Operates hydro sprayer with attachments
 - D. Observes and control distribution of material
 - E. Familiar with applicable specifications
 - F. Makes field adjustments to compensate for weather conditions, machinery capacities and obstructions.
 - G. Coordination with truck driver
- TOTAL HOURS -----520 hours**

INSTRUMENT ENGINEER

General description

- Sets up, adjusts, and operates surveying instruments.
- Works from engineering plans to establish lines, points, and grades for construction purposes; keeps engineering notes and records of data secured.
- Computes cross sections of work performed for cost or payment purposes.
- Has full supervision over and directs Rodperson.
- Is responsible for accuracy of this field engineering work.
- May perform other related duties.

Training Outline

Approximate training time: 520 hours

I. Orientation and observation

- A. Safety procedures ----- 10 hours
- B. Work as Rodperson ----- 40 hours
- C. Observation of instrument engineer ----- 20 hours

II. Applied techniques of the trade

- A. Using the rod ----- 20 hours
- B. Using the chain ----- 20 hours
- C. Using surveying instrument ----- 30 hours
- D. Reading plans to establish lines, points, and grades ----- 30 hours
- E. Computing cross sections ----- 30 hours
- F. Making engineering notes and recording data ----- 20 hours

III. Actual operation

- A. Use surveying instrument to establish lines, points, and grades - 260 hours
- B. Direct placement of stakes ----- 20 hours
- C. Supervise Rodperson ----- 20 hours

TOTAL HOURS ----- 520 hours

IRONWORKER -- REINFORCING

General description

- Reads plans.
- Places and ties reinforcing steel in forms
- Sets rods in place, spaces and wires reinforcing rods
- May perform other related duties.

Training Outline

Approximate training time: 720 hours

I. Orientation and observation

- A. Safety procedures ----- 5 hours
- B. Observation of operation ----- 15 hours
- C. Plan reading ----- 15 hours

II. Care and maintenance

- A. Safety procedures ----- 5 hours
- B. Care and maintenance of tools and equipment ----- 30 hours

III. Actual operation of reinforcing

- A. Places reinforcing steel in form ----- 100 hours
- B. Ties reinforcing steel in form ----- 250 hours
- C. Sets rods in place ----- 75 hours
- D. Spaces and wires reinforcing rods ----- 225 hours

TOTAL HOURS ----- 720 hours

IRONWORKER -- STRUCTURAL

General description

- Reads plans.
- Rigs, assembles, and erects structural members requiring riveting or welding.
- May perform other related duties.

Training Outline

Approximate training time: 720 hours

I. Orientation and observation

- A. Safety procedures ----- 5 hours
- B. Observation of operation ----- 30 hours
- C. Plan reading ----- 15 hours

II. Care and maintenance

- A. Safety procedures ----- 5 hours
- B. Care and maintenance of tools and equipment ----- 50 hours

III. Actual operation of reinforcing

- A. Rigging structural member requiring riveting or welding ----- 115 hours
- B. Assembling structural member requiring riveting or welding ----- 200 hours
- C. Erection of structural member requiring riveting or welding ----- 300 hours

TOTAL HOURS ----- 720 hours

IRRIGATION INSTALLER

General Description

- Has knowledge of DHEC regulations and back-flow preventers
- Installs and plumbs up well for irrigation system, including the intake structure.
- Performs system layout including trunk & lateral lines, head locations, electric valves, irrigation wire and automatic timers.
- Operates trencher.
- Cleans and glues irrigation pipe.
- Lays irrigation wire and connects to valves.
- Flushes out lines.
- Installs and adjusts sprinkler heads and sets the irrigation timers.
- Maintains the system by adjusting heads and times as necessary.
- May perform other related duties.

Training Outline

Approximate training time: 520 hours

- I. Orientation and observation-----20 hours**
 - A. Overview of industry
 - B. Company policies and procedures
 - C. Instructions and observations
 - D. Practical experience / applied techniques
- II. Environmental considerations-----15 hours**
 - A. DHEC Regulations
 - B. Back-flow preventers
- III. Safety associated with this operation -----25 hours**
- IV. Care and maintenance of job site, physical, equipment, materials--40 hours**
- V. Applicable work activities -----420 hours**
 - A. Comprehension of irrigation plan and irrigation procedures
 - B. Site preparation activities and site layout
 - C. Material ordering and preparation
 - D. Trencher and loader operation and maintenance
 - E. Performance of irrigation system installation, including trench, cut pipe, glue fittings, lay wire, hook up valves attaching sprinkler heads, flush lines, attach adjusting nozzles, back fill trenches and tamping, attach timer and set watering times, perform on-going maintenance of entire system
 - F. Coordination with landscaping operations
- TOTAL HOURS -----520 hours**

JOINT SEAL INSTALLER (Neoprene, Silicone & Hot Pour)

General Description

- Operates and maintains joint seal equipment
- Cleans and prepares joints to receive joint sealant material
- Manipulates machine controls to obtain joint acceptance

Training Outline

Approximate training time: 520 hours

I. Orientation and observation

- A. Safety procedures ----- 5 hours
- B. Observation of joint seal operation set up -----15 hours
- C. Observation of joint cleaning and preparation -----15 hours
- D. Observation of joint material installation and equip. operation-----30 hours
- E. Starting and manipulation of equipment controls-----35 hours

II. Care and maintenance

- A. Safety procedures ----- 5 hours
- B. Routine fueling, servicing and clean up of equipment----- 55 hours
- C. Proper handling technique of joint sealant and material-----40 hours

III. Actual operation of equipment

- A. Safe operating procedures ----- 5 hours
- B. Basic operation of equipment-----25 hours
- C. Joint preparation -----30 hours
- D. Operation of equipment----- 260 hours

TOTAL HOURS ----- 520 hours

LAB TECHNICIAN

General Description

- Monitoring of Volumetric Properties of Hot Mix Asphalt.
- Upkeep of necessary paperwork for both Contractor and DOT.
- Performing of all Testing Procedures to satisfy both Company and SCDOT requirements.
- Related duties may include Roadway Quality Control.

Training Outline

Approximate training time: 1040 hours

I. Orientation

- A. Safety procedures (Lab Equipment) -----60 hours
- B. Proper use of Equipment ----- 200 hours

II. Maintenance of Equipment

- A. Care of Ignition Oven -----50 hours
- B. Care of Marshall Hammer -----50 hours
- C. Care of other Related Equipment ----- 100 hours

III. Basic Record Keeping

- A. Computer orientation (Excel) -----80 hours
- B. Paperwork (Company Required) -----75 hours
- C. Paperwork (DOT Required) -----75 hours
- D. File and Record Keeping (Other) -----50 hours

IV. Basic Job Duties

- A. Making of Marshal Specimens -----50 hours
- B. Making of Gyratory Specimens -----50 hours
- C. Running of Maximum Gravity (Procedure) -----50 hours
- D. Running of Bulk Specific Gravities (Procedure)-----50 hours
- E. Running of Sieve analysis (Procedure) -----50 hours
- F. Running of Stability of Mix (Procedure) -----50 hours

TOTAL HOURS -----1040 hours

LANDSCAPE WORKER

General Description

- Moves soil, equipment, and materials, digs holes for plants and trees, using pick and shovel or power equipment.
- Mixes fertilizer or lime with dirt in bottom of holes to enrich soil, places plants, or trees in holes and adds material to fills holes.
- Attached wires from planted trees to stakes to support trees.
- Hauls or spreads topsoil, using wheelbarrow and rake.
- Waters trees and plants.
- Spreads straw or seeded soil.
- Places decorative stones.
- Plants flowers and mows grass, using power mower.
- May perform other related duties.

Training Outline

Approximate training time: 520 hours

- I. Orientation and observation -----20 hours**
- A. Overview of industry
 - B. Company policies and procedures
 - C. Instructions and observations
 - D. Practical experience/applied techniques
- II. Environmental considerations ----- 5 hours**
- III. Safety associated with this operation -----25 hours**
- IV. Care and maintenance -----40 hours**
- A. Hand
 - B. Equipment
 - C. Work area
- V. Applicable work activities -----430 hours**
- A. Comprehension of landscape site plans and landscaping procedures
 - B. Site preparation activity
 - C. Perform landscaping operations (planting, pruning, trimming, seeding, Mulching, watering, aesthetics activities, fertilizing, and liming, Spreading topsoil, staking plants, etc.
- TOTAL HOURS -----520 hours**

LOADER OPERATOR

General description

- Operates rubber tired or crawler type tractor with attached scoop type bucket on front end.
- Excavates and loads excavating material, loads material from stockpiles, charges batch plants, and loads trucks.
- May oil, grease, service, and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 520 hours

I. Orientation and observation

- A. Safety procedures ----- 5 hours
- B. Observation (as a passenger) of machine in operation -----20 hours
- C. Starting and manipulating levers for moving equipment and attachments ----- 15 hours

II. Care and maintenance

- A. Safety procedures ----- 5 hours
- B. Routine fueling, lubricating, and servicing -----35 hours

III. Actual operation of equipment

- A. Safe operating procedures ----- 5 hours
- B. Loading materials ----- 250 hours
- C. Excavation ----- 150 hours
- D. Special applications ----- 35 hours

TOTAL HOURS ----- 520 hours

LUTE PERSON / ASPHALT RAKER

*** *"New Hire" Trainee Only* ***

General description

- Distributes asphaltic materials by raking.
- Matches and finishes freshly made asphalt paving points evenly.
- Smoothes and adjusts surface irregularities.
- Restores surface finish after hand raking.
- Spreads asphalt to proper grade and finish before compaction.
- May perform other related duties.

Training Outline

Approximate training time: 520 hours

I. Orientation and observation

- A. Safety procedures ----- 5 hours
- B. Observation of operation -----25 hours

II. Care and maintenance

- A. Safety procedures ----- 10 hours
- B. Hand tools -----20 hours

III. Actual operation

- A. Matches and finishes freshly made asphalt paving joint evenly ----80 hours
- B. Smoothes and adjusts surface irregularities ----- 140 hours
- C. Restores surface finish after hand raking ----- 100 hours
- D. Spreads asphalt to proper grade & finishes before compaction -- 140 hours

TOTAL HOURS ----- 520 hours

MASON

General description

- Lays out work from plans.
- Sets up template and guidelines.
- Lays brick, concrete block, tile or other materials in the construction of manhole, catch basin, drop inlet, sidewalk, retaining wall, and other incidental structures.
- May perform other related duties.

Training Outline

Approximate training time: 1040 hours

I. Orientation and use of tools of the trade

- A. Safety procedures ----- 5 hours
- B. Setting up template and guidelines ----- 10 hours
- C. Using hand trowels, straight edge, and hand level ----- 20 hours
- D. Using materials, including brick, concrete block, tile, mortar mixer, and other materials ----- 40 hours

II. Applied techniques of structural masonry

- A. Safety procedures ----- 10 hours
- B. Excavations ----- 25 hours
- C. Manholes, catch basins, drop inlets ----- 375 hours
- D. Sidewalks, retaining walls, revetments ----- 200 hours
- E. Miscellaneous structures ----- 200 hours

III. Blue print of construction plan reading and application ----- 50 hours

IV. Checking and inspection

- A. Safety procedures ----- 5 hours
- B. Conformity with specifications and plans ----- 100 hours

TOTAL HOURS ----- 1040 hours

MASON HELPER

*** *"New Hire" Trainee Only* ***

General description

- Assist mason by performing duties of lesser skills
- Keeps mason supplied with materials, tools, and supplies
- Cleans working areas and equipment
- Runs concrete mixer
- Learns how to lay out work from plans
- Assists mason in laying brick, concrete block, tile or other materials in the construction of manhole, catch basin, drop inlet, sidewalk, retaining wall, and other incidental structures.
- May perform other related duties.

Training Outline

Approximate training time: 520 hours

I. Orientation and use of tools of the trade

- A. Safety procedures ----- 5 hours
- B. Setting up template and guidelines ----- 5 hours
- C. Using hand trowels, straight edge, and hand level ----- 10 hours
- D. Using materials, including brick, concrete block, tile, mortar
mixer, and other materials ----- 20 hours

II. Applied techniques of structural masonry

- A. Safety procedures ----- 5 hours
- B. Excavations ----- 10 hours
- C. Manholes, catch basins, drop inlets ----- 185 hours
- D. Sidewalks, retaining walls, revetments ----- 100 hours
- E. Miscellaneous structures ----- 100 hours

III. Blue print of construction plan reading and application ----- 25 hours

IV. Checking and inspection

- A. Safety procedures ----- 5 hours
- B. Conformity with specifications and plans ----- 50 hours

TOTAL HOURS ----- 520 hours

MECHANIC

General description

- Assembles, sets up, adjusts, maintains, repairs, and welds equipment.
- Operates any equipment unit on a temporary basis for operating adjustments.
- May perform other related duties.

Training Outline

Approximate training time: 2080 hours

- I. Machine shop familiarization ----- 160 hours**
- A. Welding and burning equipment
 - B. Operation of lathes, saws, shapers, girders, presses
- II. Specific skills ----- 40 hours**
- A. Lubrication ----- 40 hours
 - 1. Oil, air, and fuel filtration
 - 2. Grease points and capacities
 - 3. Inspection techniques to detect abnormal conditions
 - B. Paint and body ----- 40 hours
 - Assist in bodywork and painting procedures
 - C. Injector-Governor ----- 120 hours
 - Operation and service of fuel injector pumps and nozzles and engine governors
 - D. Water-cooled engine rebuild ----- 200 hours
 - Assist in the complete overhaul and testing of gas and diesel engines
 - E. Transmissions and rear ends ----- 240 hours
 - Assist in the complete overhaul of the various mechanisms used to transfer engineer horsepower to tractive effort
 - F. Air-cooled engines ----- 200 hours
 - Assist in the complete overhaul of the various air-cooled engines and their applications
 - G. Starters, generators, and voltage regulators ----- 160 hours
 - Assist in the complete overhaul of the various starters, generators, and voltage regulators
- III. Heavy equipment parts familiarization ----- 80 hours**
- A. The parts catalogs
 - B. Procurement and cost of heavy equipment parts
 - C. Handling and storage of heavy equipment parts
- IV. Heavy equipment servicing ----- 600 hours**
- A. In the shop ----- 600 hours
 - Assist in the repair and overhaul of the various heavy equipment, including, in so far as is practical, crawler and portable cranes, crawler and wheel tractors, booms, front end loaders, rollers, subgrade mixers, motor graders, compactors, pumps and air compressors—their power plants transmissions, controls
 - B. On the field ----- 240 hours
 - Make the repairs necessary in the field and perform preventive maintenance practices necessary to increase service life of the equipment
- TOTAL HOURS ----- 2080 hours**

MILLING MACHINE GROUND PERSON

General Description

- Learns safety procedures/training (train with experienced ground person)
- Aid in servicing of cutting drum teeth.
- May oil, grease, service, and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 1040 hours

I. Orientation and Observation

- A. Safety procedures / Training----- 5 hours
- B. Observation of machine in operation with experienced trained
Ground person -----35 hours

II. Care and Maintenance

- A. Safety procedures ----- 5 hours
- B. Routine fueling, lubricating, and servicing----- 15 hours
- C. Aid in servicing of cutting drum teeth -----20 hours

III. Actual Operation of Equipment

- A. Safety procedures ----- 5 hours
- B. Train with experienced ground person & milling machine opertr - 455 hours
- C. Perform all ground person duties with milling machine & train
On grade control and depth cut ----- 500 hours

TOTAL HOURS -----1040 hours

MILLING / PLANNING MACHINE OPERATOR

General Description

- Learns safety procedures and receives training from experienced milling operator.
- Operates milling / planning machine to restore ride and texture to roadway surface and/or preparation for overlays.
- Manipulates and makes adjustments by use of a control panel to regulate depth and alignment of pavement planning operation.
- May oil, grease, service, and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 1040 hours

I. Orientation and Observation

- A. Safety procedures ----- 5 hours
- B. Observation of machine operation -----35 hours
- C. Begin operation and moving equipment -----30 hours

II. Care and Maintenance

- A. Safety procedures ----- 5 hours
- B. Routine maintenance and clearing----- 150 hours

III. Actual Operation of Equipment

- A. Safety procedures ----- 5 hours
- B. Milling head operation and maintenance ----- 100 hours
- C. General operation of machine ----- 650 hours
- D. Milling to grade / profiling -----60 hours

TOTAL HOURS -----1040 hours

MOTOR GRADER OPERATOR – FINE GRADE

General Description

- Operates self-propelled motor grader and, from stakes and lines, cuts subgrade and performs other fine grade operations requiring considerable experience and a high degree of skill.
- May oil, grease, service, and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 1560 hours

I. Orientation and observation

- A. Safety procedures ----- 5 hours
- B. Observation (as a passenger) of machine in operation ----- 100 hours
- C. Starting and manipulating levers for moving equipment and attachments -----95 hours

II. Care and maintenance

- A. Safety procedures ----- 5 hours
- B. Routine fueling, lubricating, and servicing -----35 hours

III. Actual operation of equipment

- A. Safe operating procedures ----- 5 hours
- B. Scraping and leveling dirt on roadway ----- 180 hours
- C. Spreading and mixing materials on roadway ----- 170 hours
- D. Shaping and blading subgrades ----- 150 hours
- E. Balancing and rough shaping base course materials ----- 375 hours
- F. Fine grading and dressing of shoulders and slopes ----- 440 hours

TOTAL HOURS -----1560 hours

MOTOR GRADER OPERATOR – ROUGH GRADE

General Description

- Operates self-propelled motor grader on rough work, such as finishing rough grade on highway, including highway shoulders, slopes, and ditches.
- May oil, grease, service, and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 1040 hours

I. Orientation and observation

- A. Safety procedures ----- 5 hours
- B. Observation (as a passenger) of machine in operation ----- 100 hours
- C. Starting and manipulating levers for moving equipment and attachments -----95 hours

II. Care and maintenance

- A. Safety procedures ----- 5 hours
- B. Routine fueling, lubricating, and servicing -----35 hours

III. Actual operation of equipment

- A. Safe operating procedures ----- 5 hours
- B. Scraping and leveling dirt on roadway ----- 180 hours
- C. Spreading and mixing materials on roadway ----- 170 hours
- D. Shaping and blading subgrades ----- 150 hours
- E. Balancing and rough shaping base course materials ----- 150 hours
- F. Grading and dressing of shoulders and slopes ----- 145 hours

TOTAL HOURS -----1040 hours

OFFICE COMPUTER TECHNICIAN

General Description

- Develop skills required of computer technician to assist the Office Manager in maintaining the construction project
- Develop charts, graphs, cost effectiveness and over-time compensation.
- Gather information for verification and billing purposes of the subcontractors.
- Generate reports for third party payment, rental agreements, and safety hours.
- Primary focus will be to generate reports necessary to assist project manager in running an efficient project office and to input any and all information necessary for generating those reports.
- Performs other related duties.

Training Outline

Approximate training time: 600 hours

I. Orientation to Office-----2 hours

II. Orientation to Office Computer Technician ----- 218 hours

- A. Assist Project Manager as helper
- B. Receive instruction, observe and assist office staff in all tasks outlined in job description
- C. Gather and review all data to input into computer
- D. Receive instruction from Project Manager or Senior Computer technician in
 - 1. Knowledge and usage of the project computer and its software
 - 2. Data and information to be input
 - 3. Reports generation including graphs, charts, etc.
 - 4. Knowledge of billing and verification of data
 - 5. Payroll generation including overtime and benefits
 - 6. Cost effectiveness and job analysis reports

III. Office Computer Technician Experience ----- 280 hours

- A. Assist Office Manager as outlined in job description
- B. Demonstrate proficiency in the use of the computer and its software packages
- C. Demonstrate knowledge of construction field office procedures: billing, payroll and employee benefits programs
- D. Demonstrate proficiency in generating appropriate reports as required
- E. Receive additional instruction from Project Manager and Corporate Manager

IV. Minimal Supervision Work Experience----- 100 hours

(same areas as in III above, just working more independently)

TOTAL HOURS ----- 600 hours

PAINTER – BRIDGE

General Description

- Paints cables and structural steel framework of bridges and other portions of structures requiring painting, using either brush, roller, or spray.
- May perform other related duties.

Training Outline

Approximate training time: 720 hours

I. Orientation and observation

- A. Safety procedures ----- 5 hours
B. Observation of operation ----- 35 hours

II. Care and maintenance

- A. Safety procedures ----- 5 hours
B. Care and maintenance of tools ----- 40 hours

III. Actual painting operation

Paints cables and structural steel framework on bridges and other portions of structures requiring painting, using either brush, roller, or spray ----- 635 hours

TOTAL HOURS ----- 720 hours

PAINTER – ROADWAY

General Description

- Paints guard rail, fence, sign post, sign, etc., with either brush, roller, or spray.
- May perform other related duties.

Training Outline

Approximate training time: 720 hours

I. Orientation and observation

- A. Safety procedures ----- 5 hours
B. Observation of operation -----35 hours

II. Care and maintenance

- A. Safety procedures ----- 5 hours
B. Care and maintenance of tools -----40 hours

III. Actual painting operation

Paint guard rails, fences, sign posts, signs, etc., using either
brush, roller, or spray ----- 635 hours

TOTAL HOURS ----- 720 hours

PILEDRIER LEADSPERSON

General Description

- Sets pile in leads.
- Sets pile in correct position.
- Guides sheet steel pile into grooves of adjacent pile.
- Places cap.
- Signals piledriver operator to start or stop hammer and adjusts direction and angle of leads.
- May perform other related duties.

Training Outline

Approximate training time: 1040 hours

I. Orientation and observation

- A. Safety procedures ----- 5 hours
- B. Observation (as a passenger) of machine in operation -----50 hours
- C. Starting and manipulating levers for moving equipment and attachments -----45 hours

II. Care and maintenance

- A. Safety procedures ----- 5 hours
- B. Routine fueling, lubricating, and servicing ----- 345 hours

III. Actual operation of equipment

- A. Safe operating procedures ----- 10 hours
- B. Basic operation of crane or pile driving rig in hoisting and moving ----- 200 hours
- C. Placement of pile in preparation for driving ----- 140 hours
- D. Seating of pile hammer on pile in preparation for driving ----- 140 hours
- E. Driving of pile ----- 100 hours

TOTAL HOURS -----1040 hours

PILEDRIIVER OPERATOR

General Description

- Operates pile driver mounted on skids, barge, crawler treads, or locomotive crane to drive piling as foundation for structures or sheet piling for protecting or corrodoring work areas.
- Manipulates controls to operate diesel, electric, gasoline, steam powered hoisting equipment to position piling leads.
- Hoist piling into leads and positions hammer over top of pile.
- Moves control to activate hammer or raise and lower drophammer to drive pile to required depth.
- May service and make normal operating adjustments.
- May perform other related duties.

Training Outline

Approximate training time: 720 hours

- I. Orientation and observation-----40 hours**
- A. Overview of industry
 - B. Company policies and procedures
 - C. Instructions and observations
 - D. Practical experience/applied techniques
- II. Environmental considerations-----5 hours**
- III. Safety associated with this operation -----35 hours**
- IV. Care and maintenance-----50 hours**
- A. Routine fueling, lubrication and servicing
 - B. Minor repairs
 - C. Operation adjustments
 - D. Cleaning of equipment and work area
- V. Applicable work activities ----- 590 hours**
- A. Operates machine
 - B. Positions leads
 - C. Manipulates controls
 - D. Drives pile
- TOTAL HOURS ----- 720 hours**

PIPELAYER

General Description

- Lays clay, concrete, steel, C.I., or other type of pipe for water main, gas main, sanitary sewer, telephone and electrical conduits.
- May smooth bottom of trench; inserts spigot end of pipe into bell end of last laid pipe.
- Adjust pipe to line and grade, caulks joints with oakum or yarn and seals joints with cement or other sealing compound; may connect threaded or flanged joining pipe; may assemble and place corrugated metal pipe.
- Must be able to physically set elevations with laser or other engineering equipment.
- May perform other related duties.

Training Outline

Approximate training time: 520 hours

I. Orientation and observation

- A. Safety plan and operating procedures, including OSHA regulations and applicable parts of 29 CFR 1926 such as Parts C, D, E, F, G, H, I, &-----
-----10hours
- B. Observation of spade operation and laying of pipe ----- 15 hours
- C. Study of various types of pipe and related materials ----- 5 hours

II. Care and maintenance

- A. Safety procedures ----- 5 hours
- B. Ditch preparation; handling of materials and tools -----20 hours

III. Actual handling of pipe and spade

- A. Ditch grading with compressed air-driven or hand spade -----50 hours
- B. Handling materials, assist in lowering pipe -----50 hours
- C. Works with pipelayer in laying all types of pipe and duct.
Adjusts pipe to elevation, inserts spigot end of pipe into bell
end of last laid pipe. ----- 345 hours
- D. Perform pressure testing.-----20 hours

TOTAL HOURS ----- 520 hours

POWER TOOL OPERATOR

General Description

- Operates jack hammer, vibrator, tamper, paving breaker, chain saw, etc., employing air, fuel, or current for power.
- Starts, stops, and services portable air compressor or portable fuel machine.
- May oil, grease, service and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 720 hours

I. Orientation and observation

- A. Safety procedures ----- 5 hours
- B. Observation of jack hammer, vibrator, tamper, paving breaker, torque wrench, and chain saw -----35 hours

II. Care and maintenance

- A. Safety procedures ----- 5 hours
- B. Routine fueling, lubricating, and servicing -----50 hours

III. Actual operation of equipment

- A. Jack hammer ----- 100 hours
- B. Vibrator ----- 100 hours
- C. Tamper ----- 100 hours
- D. Paving breaker ----- 100 hours
- E. Torque wrench ----- 100 hours
- F. Chain saw -----50 hours
- G. Other ----- 75 hours

TOTAL HOURS ----- 720 hours

QC TECHNICIAN – PLANT LAB

General Description

- Monitoring of Volumetric Properties of Hot Mix Asphalt.
- Upkeep of necessary paperwork for both Contractor and DOT
- Performing of all Testing Procedures to satisfy both Company and SCDOT requirements.
- Related duties may include Roadway Quality Control

Training Outline

Approximate training time: 1040 hours

I. Orientation and observation

- A. Safety procedures (Lab equipment) -----60 hours
- B. Proper use of equipment ----- 200 hours

II. Care and maintenance

- A. Care of Ignition Oven -----50 hours
- B. Care of Marshall Hammer -----50 hours
- C. Care of Other Related Equipment----- 100 hours

III. Basic Record Keeping

- A. Computer orientation (Excel) -----80 hours
- B. Paperwork (Company required)-----75 hours
- C. Paperwork (DOT Required) -----75 hours
- D. File and Record keeping -----50 hours

IV. Basic Job Duties

- A. Making of Marshall Specimens -----50 hours
- B. Making of Gyratory Specimens -----50 hours
- C. Running of Maximum Gravity (Procedure) -----50 hours
- D. Running of Bulk Specific Gravities (Procedure)-----50 hours
- E. Running of Sieve Analysis (Procedure) -----50 hours
- F. Running of Stability of Mix (Procedure) -----50 hours

TOTAL HOURS -----1040 hours

QC TECHNICIAN – ROADWAY

General Description

- Operates nuclear gauge to monitor compaction and laydown of asphalt
- Operates coring rig, in cutting core samples of asphalt for comparison against lab densities
- Completes necessary paperwork for contractor and DOT
- May perform other related duties

Training Outline

Approximate training time: 1040 hours

I. Orientation and observation

- A. Safety procedures (General Roadway) -----20 hours
- B. Observation of nuclear gauge and coring rig in operation -----70 hours

II. Care and maintenance

- A. Care of nuclear gauge -----50 hours
- B. Care of coring rig -----50 hours
- C. Care of other related equipment -----50 hours

III. Basic Record Keeping

- A. Safety procedures in operating nuclear gauge -----10 hours
- B. Paperwork required when operating nuclear gauge -----15 hours
- C. Paperwork required by the Department of Transportation -----250 hours
- D. Proper filing and record-keeping -----50 hours

IV. Basic Job Duties (including required class time)

- A. Attends class and receives certification in operating nuclear gauge as required by DOT -----10 hours
- B. Safety procedures in operating and maintaining nuclear gauge ---40 hours
- C. Operating and monitoring nuclear gauge -----150 hours
- D. Operating coring rig; cutting cores for testing at lab -----100 hours
- E. Maintains proper care and handling of cut cores during transportation to lab for testing of compaction, density, etc. -----150 hours
- F. Attends roadway technician class and receives certification-----25 hours required by DOT

TOTAL HOURS -----1040 hours

RODPERSON

*** *New Hire Trainee Only* ***

General Description

- Uses surveyor's chain to measure distance as directed by Instrument Engineer.
- May mark reference points.
- May hold engineering rod at points designed by Instrument Engineer to establish or obtain elevation of those points.
- May set stakes.
- May perform other related duties.

Training Outline

Approximate training time: 230 hours

I. Orientation and observation

- A. Safety procedures ----- 5 hours
B. Observation of rodperson ----- 10 hours

II. Applied techniques of the trade

- A. Use of the chain ----- 30 hours
B. Use of the rod ----- 30 hours
C. Placing stakes ----- 15 hours

III. Actual operations

- A. Measuring distances with chain ----- 70 hours
B. Establishing elevation with rod ----- 70 hours

TOTAL HOURS ----- 230 hours

ROLLER OPERATOR -- FINISH

General Description

- Operates tandem or three-wheel steel roller for finishing of bases and asphalt surfaces.
- May also operate rubber tired roller on bases and asphalt surfaces, including final rolling in asphalt concrete.
- May oil, grease, service, and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 1040 hours

I. Orientation and observation

- A. Safety procedures ----- 5 hours
- B. Observation (as a passenger) of machine in operation -----35 hours

II. Care and maintenance

- A. Safety procedures ----- 5 hours
- B. Routine fueling, lubricating, and servicing -----35 hours

III. Actual operation of equipment

- A. Safe operating procedures ----- 5 hours
- B. Rolls base course to desired compaction ----- 455 hours
- C. Rolls asphalt surfaces to desired compaction and smoothness
and assures proper sealing of joints ----- 500 hours

TOTAL HOURS -----1040 hours

ROLLER OPERATOR -- GENERAL

General Description

- Operates self-propelled steel wheeled, rubber tired, sheep foot, vibratory, segmented, or other type roller to compact earth, subgrade, subbase, shoulder materials, or stone cover on surface treatment.
- May oil, grease, service, and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 1040 hours

I. Orientation and observation

- A. Safety procedures ----- 5 hours
- B. Observation (as a passenger) of machine in operation -----35 hours

II. Care and maintenance

- A. Safety procedures ----- 5 hours
- B. Routine fueling, lubricating, and servicing -----35 hours

III. Actual operation of equipment

- A. Safe operating procedures ----- 5 hours
- B. Rolls material to desired compaction and smoothness ----- 955 hours

TOTAL HOURS -----1040 hours

ROLLER OPERATOR—SOIL / SUBBASE COMPACTION

General Description

- Operates smooth and/or padded drum vibratory soil compactors to prepare and stabilize soil and other material.
- May oil, grease, service, and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 520 hours

I. Orientation and observation

- A. Safety procedures ----- 5 hours
- B. Observation (as a passenger) of machine in operation -----20 hours
- C. Starting and manipulating levers for moving equipment and
attachments ----- 5 hours

II. Care and maintenance

- A. Safety procedures ----- 5 hours
- B. Routine fueling, lubricating, and servicing -----35 hours

III. Actual operation of equipment

- A. Safe operating procedures ----- 5 hours
- B. Compacting operations ----- 360 hours
- C. Special applications and functions ----- 85 hours

TOTAL HOURS ----- 520 hours

SAFETY BOAT OPERATOR

General Description

- Have working knowledge of coast guard rules, regulations, and procedures for inland waterways, harbor construction zones on waterways, and general knowledge of vessels underway inland.
- Provide warnings, assistance and other services to vessels underway and approaching construction zones by use of electronic communications, visual displays and sound equipment.
- Monitor U. S. Coast Guard safety regulations within the construction zone.
- Provide first aid to workers within the construction zone and provide rescue service in emergency situations when necessary.
- Operate small craft and vessels on inland waterways and construction zones.
- Provide assistance in the docking and securing of small craft, barges, tugs and other vessels working in the construction zone.

Training Outline

Approximate training time: 620 hours

I. Orientation and observation

- A. Study of Coast Guard Rules and Regulations ----- 30 hours
- B. Maintain Marine Logs and Weekly Observations ----- 10 hours

II. Safety Training

- A. Safety and First Aid Courses----- 20 hours
- B. OSHA Training – Construction----- 40 hours
- C. Advanced training for rules and regulations for vessels underway and proceeding through construction zones ----- 25 hours
- D. Rescue Operations, procedures for handling fires, administering first aid for water victims (CPR), burns, cuts, heart attacks, falls, etc.----- 40 hours
- E. Seamanship Training including docking and securing vessels, safety inspections, maintaining safety equipment including life vests, rope, flashlights, operating lights, etc. ----- 20 hours

III. Actual operation of equipment

- A. Operation of marine equipment including radio communication, radar equipment, computer equipment, onboard warning systems, etc.----- 30 hours
- B. Operation of small craft and related training for coast guard certification- 40 hours
- C. Operation of small vessels on inland waterways and within the construction zone-----250 hours
- D. Alert vessels entering the construction zone and monitor all vessels entering and departing the construction zone ----- 50 hours
- E. Provide assistance to construction tugs, barges, divers, and other personnel within the construction zone -----65 hours

TOTAL HOURS ----- 620 hours

SCRAPER OPERATOR

General Description

- Operates self-propelled rubber tired or tractor drawn unit known as scraper, pan, etc., to excavate, transport and deposit materials moved in normal grading operations.
- May oil, grease, service, and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 520 hours

I. Orientation and observation

- A. Safety procedures ----- 5 hours
- B. Observation of machine in operation -----20 hours
- C. Starting and manipulating levers for moving equipment and
attachments ----- 15 hours

II. Care and maintenance

- A. Safety procedures ----- 5 hours
- B. Routine fueling, lubricating, and servicing -----35 hours

III. Actual operation of equipment

- A. Safe operating procedures ----- 5 hours
- B. Loading ----- 150 hours
- C. Spreading materials ----- 150 hours
- D. Rough roadway grading -----70 hours
- E. Compaction of embankment -----65 hours

TOTAL HOURS ----- 520 hours

SCREED OPERATOR – ASPHALT

General Description

- Operates screed on asphalt paver.
- Makes normal operating adjustments for obtaining proper depth, grade, and finished cross section.
- May perform other related duties.

Training Outline

Approximate training time: 520 hours

I. Orientation and observation

- A. Safety procedures ----- 5 hours
B. Observation (as a passenger) of machine in operation -----40 hours

II. Care and maintenance

- A. Safety procedures ----- 5 hours
B. Routine servicing -----40 hours

III. Actual operation of equipment

- A. Safe operating procedures ----- 5 hours
B. Making adjustments for proper depth, grade, and finish cross
section ----- 425 hours

TOTAL HOURS ----- 520 hours

SIGN ERECTOR

General description

- Erects signs on structures, according to sketches, drawings, or blueprints.
- Erects, assembles and maintains roadside signs at designated locations, using hand and power tools.
- Digs hole and places post in hole.
- Fills hole and tamps to hold post in vertical position.
- Drives channel metal post into ground.
- Bolts, screws or nails plywood or metal sign panels to sign post or frame.
- Replaces worn and damaged signs.
- Makes layout for erection of signs; sets forms for concrete; cuts, ties and sets reinforcing steel; pours concrete; sets anchor bolts; erects wood or metal structures; places clamps, brackets or other required hardware on structures.
- May erect metal sign support structures over highways.
- May operate hydraulic boom to position sign.
- May operate banding machine to band signs on poles.
- May dismantle and number sign sections for transfer and reassembly at new locations.
- May perform other related duties.

Training Outline

Approximate training time: 1040 hours

I. Orientation and safe use of Tools of the Trade

- A. Power and hand tools -----20 hours
- B. Specific fittings and hardware -----10 hours
- C. Specifications or design for concrete mixer -----20 hours

II. Applied techniques of Sign Erection

- A. Preparation of layout for signs-----30 hours
- B. Cuts, ties, and sets reinforcing steel for footings -----25 hours
- C. Sets forms, places concrete, sets anchor bolts -----300 hours
- D. Erects wooden or metal structures-----250 hours
- E. Places clamps, brackets or other hardware on structures-----240 hours
- F. Safety Procedures-----10 hours

III. Blueprint or construction Plan Reading and Familiarity with Manual of Uniform Traffic Control Devices -----50 hours

IV. Basic Design Familiarity -----10 hours

V. Stripping and Salvaging

- A. Stripping and Salvaging forms for re-use-----65 hours
- B. Safety procedures -----10 hours

TOTAL HOURS -----1040 hours

SLIP-FORM PAVER OPERATOR

General description

- Operates machine that extrudes materials such as concrete, asphalt, etc. onto prepared surfaces for construction of barriers, either parapet or median, raised median or curb and gutter, etc.
- Makes adjustments to controls to assure required distribution of materials.
- Also controls speed and movement of equipment in conjunction with distribution of material.
- May establish reference points for grade and alignment.
- May select and install proper form (die) in the machine for the designated project.
- May cut expansion joint at specified intervals or insert joint material.
- May service equipment and make normal operating adjustments.
- May perform other related duties.

Training Outline

Approximate training time: 720 hours

I. Orientation and observation ----- 40 hours

- A. Overview of industry
- B. Company policies and procedures
- C. Instructions and observation
- D. Practical exercise/applied techniques

II. Environmental considerations ----- 5 hours

III. Safety associated with this position ----- 25 hours

IV. Care and maintenance ----- 30 hours

- A. Routine fueling, lubrication and servicing
- B. Minor repairs
- C. Operation adjustments
- D. Cleaning of equipment and work area

V. Applicable work activities ----- 620 hours

- A. Establishing reference points
- B. Selecting and installing dies
- C. Cutting/inserting joint material
- D. Adjusting controls

TOTAL HOURS ----- 720 hours

STABILIZER OPERATOR / ROAD MIXER OPERATOR

General Description

- Operates machine that mixes material with soil for stabilization.
- Uses controls to set depth and pulverize soil.
- Starts engine to propel machine and power rotary digging and mixing blades.
- Starts pump and adjusts controls to feed materials, such as cement, chemicals, and bituminous binders into mixing mechanism.
- Controls alignment and speed of machine in prescribed path.
- Inspects mixed material and adjusts valves to regulate flow of additive, judging content of mixture by appearance.
- May oil, grease, service, and make normal operating adjustments to machine.
- May perform other related duties.

Training Outline

Approximate training time: 520 hours

- I. Orientation and observation-----45 hours**
- A. Safety procedures
 - B. Observation of machine in operation
 - C. Starting, stopping, and manipulating levers for moving equipment and attachments
- II. Care and Maintenance-----45 hours**
- A. Safety and environmental procedures
 - B. Routine fueling, lubricating, and servicing
 - C. Minor repairs of the machine
- III. Actual operation of equipment-----430 hours**
- A. Safe operating procedures
 - B. Operate pump and adjust controls
 - C. Control alignment and speed of machine
 - D. Observe and control material mixed by machine
 - E. Adjust valves to regulate flow
 - F. Make field adjustments
- TOTAL HOURS ----- 520 hours**

STONE SPREADER OPERATOR

General Description

- Operates any self-propelled equipment on wheels or tracks which spreads stone or other granular material.
- Adjusts controls and speed to regulate flow and pattern of material onto road to ensure material is applied per specification.
- May oil, grease, service, and make normal operating adjustments to machine.
- May perform other related duties.

Training Outline

Approximate training time: 520 hours

I. Orientation and observation

- A. Safety procedures ----- 5 hours
- B. Observation (as a passenger) of machine in operation -----25 hours
- C. Starting, stopping, and manipulating levers for moving
equipment and attachments -----20 hours

II. Care and maintenance

- A. Safety procedures ----- 5 hours
- B. Routine fueling, lubricating, and servicing -----30 hours

III. Actual operation of equipment

- A. Selection and loading of materials -----40 hours
- B. Spreading of stone or other granular materials on spreadway
sub-base or base; regulating spread and depth; controlling
alignment ----- 395 hours

TOTAL HOURS ----- 520 hours

SUPERINTENDENT – GRADING

General description

- Supervises and coordinates the activities of highway grading crew.
- Studies production schedules and estimated man-hour requirements for the completion of the job.

Training Outline

Approximate training time: 2000 hours

I. Administration----- 200 hours

- A. Interpreting company policy to workers
- B. Enforcing safety regulations
- C. Maintaining time and production records
- D. Coordinating work schedules with other superintendents
- E. Recruiting
- F. Inspection of materials

II. Production-----1500 hours

- A. Transmits instructions and specifications to the foreman and other members of the crew
- B. Interprets construction drawings and specifications and applies them in building the project
- C. Assists workers in solving jobsite problems
- D. Coordinates with Project Manager and General Superintendent (Grading) on short term schedule of work to be performed

III. Personnel ----- 300 hours

- A. Supervises crew
- B. Recommends personnel actions such as promotions, transfers, discharges, and disciplinary action
- C. Trains/orients new employees and/or trainees

TOTAL HOURS -----2000 hours

Other suggested related training: Red Cross First Aid Certification, Industry Safety Publications, Blue-pint Reading, Industrial Relations, Personnel Management, Contracting Laws, EEO, etc.

SURVEY OFFICE TECHNICIAN

General Description

- Coordinate plans for crews.
- Work on daily logs and weekly reports.
- Use applications of survey software.
- Retrieve and distribute data.
- May perform other related duties.

Training Outline

Approximate training time: 520 hours

I. Orientation

- A. Documentation -----40 hours
- B. Filing -----10 hours
- C. Software Review-----20 hours

II. Application

- A. Weekly reports / time sheets-----20 hours
- B. Data to and from crews -----30 hours
- C. Plan review-----30 hours
- D. Calculations-----30 hours
- E. Transmittals / Revisions -----30 hours

III. Actual

- A. Use of software (Microstation, Lotus, Word) ----- 160 hours
- B. Field applications (laptop) -----85 hours
- C. Alignments (RoadPlus) -----65 hours

TOTAL HOURS ----- 520 hours

TRACK HOE / EXCAVATOR OPERATOR

General Description

- Operates track hoe.
- Moves dirt from borrow areas and loads trucks.
- Grades to line and grades from reference points.
- Performs digging, trenching, and excavating operations.
- May oil, grease, service, and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 1040 hours

I. Orientation and observation

- A. Safety procedures ----- 5 hours
- B. Observation (as a passenger) of machine in operation -----50 hours
- C. Starting and manipulating levers for moving equipment and attachments -----45 hours

II. Care and maintenance

- A. Safety procedures ----- 10 hours
- B. Routine fueling, lubricating, and servicing -----60 hours

III. Actual operation of equipment

- A. Safe operating procedures ----- 10 hours
- B. Trenching operations (for pipe laying, etc.) ----- 200 hours
- C. Excavating (for structures, footings, etc.) ----- 220 hours
- D. Special applications and functions ----- 200 hours
- E. Operation of equipment ----- 120 hours
- F. Mass loading operations ----- 120 hours

TOTAL HOURS -----1040 hours

TRACTOR OPERATOR -- CRAWLER

General Description

- Operates crawler type tractor to furnish motive power to other equipment units, such as, but not limited to, earth rollers, harrows, rippers, planers, plows, mixers, pans, etc.
- Operates attached winch.
- May oil, grease, service, and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 520 hours

I. Orientation and observation

- A. Safety procedures ----- 5 hours
- B. Observation (as a passenger) of machine in operation -----30 hours
- C. Starting and manipulating levers for moving equipment and attachments -----25 hours

II. Care and maintenance

- A. Safety procedures ----- 5 hours
- B. Routine fueling, lubricating, and servicing -----35 hours

III. Actual operation of equipment

- A. Safe operating procedures ----- 5 hours
- B. Pulling compaction implements ----- 150 hours
- C. Pull graders for dressing operations ----- 150 hours
- D. Ground clearing assistance ----- 115 hours

TOTAL HOURS ----- 520 hours

TRACTOR OPERATOR – UTILITY

General Description

- Operates rubber tired tractor or other special types with attachments for digging post holes, driving posts or pins, excavating, backfilling, hoist or crane for erection of signs, sweeping, etc.
- Pulls harrows, planers, plows, mixers, rollers, brooms, etc.
- May oil, grease, service, and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 520 hours

I. Orientation and observation

- A. Safety procedures ----- 5 hours
- B. Observation (as a passenger) of machine in operation -----30 hours
- C. Starting and manipulating levers for moving equipment and attachments -----25 hours

II. Care and maintenance

- A. Safety procedures ----- 5 hours
- B. Routine fueling, lubricating, and servicing -----35 hours

III. Actual operation of equipment

- A. Safe operating procedures ----- 5 hours
- B. Push other equipment to aid in loading or unloading operations 150 hours
- C. Pulling compaction and mixing implements ----- 150 hours
- D. Ground clearing assistance ----- 115 hours

TOTAL HOURS ----- 520 hours

TRAFFIC CONTROL SPECIALIST

General Description

- Controls flow of traffic around construction site.
- Maintains necessary supplies.
- Oversees the proper erection, placement , removal, and storage of required traffic control materials.
- Sees that flag persons are properly trained and placed.
- May perform other related duties.

Training Outline

Approximate training time: 720 hours

I. Orientation and observation

- A. Safety procedures ----- 10 hours
- B. Learns and fully understands the basic functions and requirements of the position -----20 hours
- C. Becomes familiar with applicable regulations and/or policies -----20 hours

II. Applied techniques

- A. Develops and maintains suitable liaison with Project Superintendent and Project Engineer. Develops and maintains ways and means of controlling traffic on a daily basis. ----- 150 hours
- B. Sees that adequate supplies are on hand to meet needs -----20 hours
- C. With helper, sees to the proper erection, placement, etc. of required traffic control materials on a daily basis. Also responsible for removal of such material at end of workday. Sees that flag persons are properly trained and placed on the job where they will be most effective ----- 300 hours
- D. Stays abreast of any changes which come about during the day and takes necessary steps to effect suitable control procedures ----- 200 hours

TOTAL HOURS ----- 720 hours

TRAFFIC CONTROL TECHNICIAN

General Description

- Controls flow of traffic around construction site.
- Maintains necessary supplies.
- Assists in the proper erection, placement, removal, and storage of required traffic control materials.
- May perform other related duties.

Training Outline

Approximate training time: 520 hours

I. Orientation and observation

- A. Safety procedures ----- 10 hours
- B. Learns and fully understands the basic functions and requirements of the position ----- 20 hours
- C. Becomes familiar with applicable regulations and/or policies ----- 20 hours

II. Applied techniques

- A. Develops and maintains suitable relationship with Project Superintendent and Project Engineer. Maintains ways and means of controlling traffic on a daily basis. ----- 50 hours
- B. Sees that adequate supplies are on hand to meet needs ----- 20 hours
- C. Responsible for properly placing and removing required traffic control materials on a daily basis. ----- 200 hours
- D. Monitors daily traffic control applications for modifications and takes appropriate steps to correct traffic control layout ----- 200 hours

TOTAL HOURS ----- 520 hours

TRANSFER (Shuttle Buggy) MACHINE OPERATOR

General Description

- Learns safety procedures and receives training from experienced transfer operator.
- Operates transfer machine to improve the ride and prevent segregation of asphalt during the lay down process.
- Operates transfer machine control panel for the intake amount of asphalt from the dump trucks to the mixing/storage hopper of the machine.
- Manipulates and makes adjustments by use of a control panel to regulate the amount of asphalt to the paving machine in correlation to paving speed.
- May oil, grease, service, and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 720 hours

I. Orientation and Observation

- A. Safety procedures ----- 5 hours
- B. Observation of machine operation -----35 hours
- C. Begin operation and moving equipment -----30 hours

II. Care and Maintenance

- A. Safety procedures ----- 5 hours
- B. Routine maintenance and cleaning ----- 150 hours

III. Actual Operation of Equipment

- A. Safety procedures ----- 5 hours
- B. Transfer operation, maintenance and cleaning ----- 200 hours
- C. General operation of machine ----- 290 hours

TOTAL HOURS ----- 720 hours

TRENCH TRIMMER – FINE

General Description

- Operates wheel-type trenching machine, roughly equivalent in size and horsepower to an industrial farm tractor, for installation of water pipes, electrical conduit and appurtenances.
- Sets wheel and digs trench to grade.
- May oil, grease, service and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 740 hours

I. Orientation and observation

- A. Safety procedures ----- 15 hours
- B. Observation of machine in operation ----- 45 hours
- C. Starting and manipulating levers and electronic controls for
Moving equipment and attachments ----- 40 hours

II. Care and maintenance

- A. Safety procedures ----- 15 hours
- B. Routine fueling, lubricating and servicing ----- 35 hours

III. Actual operation of equipment

- A. Safe operating procedures ----- 15 hours
- B. Excavation of footings and removal of unsuitable materials ----- 195 hours
- C. Loading and unloading materials ----- 130 hours
- D. Trenching for pipe, etc. ----- 100 hours
- E. Hoisting materials ----- 50 hours
- F. Placement of pipe, conduit, etc. ----- 100 hours

TOTAL HOURS ----- 740 hours

TRENCHING MACHINE OPERATOR

General description

- Operates wheel-type trenching machine, roughly equivalent in size and horse power to an industrial farm tractor.
- Sets wheel and digs trench to grade.
- May oil, grease, service, and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 1040 hours

I. Orientation and observation

- A. Safety procedures ----- 10 hours
- B. Observation of machine in operation ----- 50 hours
- C. Starting and manipulating levers for moving equipment and attachments ----- 40 hours

II. Care and maintenance

- A. Safety procedures ----- 10 hours
- B. Routine fueling, lubricating, and servicing ----- 250 hours

III. Actual operation of equipment

- A. Safe operating procedures ----- 10 hours
- B. Loading and unloading materials ----- 130 hours
- C. Trenching for pipe, etc. ----- 490 hours
- D. Placement of beams, pipe, girders, piles, etc.----- 50 hours

TOTAL HOURS -----1040 hours

TRUCK DRIVER – CONCRETE

General Description

- Drives multi-rear axle truck for transporting freshly mixed concrete from central mix plant to roadway.
- May have various kinds of beds attached.
- May make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 1040 hours

I. Orientation and observation

- A. Safety procedures ----- 10 hours
- B. Observation of machine in operation ----- 50 hours
- C. Starting and manipulating vehicle ----- 40 hours

II. Care and maintenance

- A. Safety procedures ----- 10 hours
- B. Routine fueling, lubricating, and servicing ----- 340 hours

III. Actual operation of equipment

- A. Safe operating procedures ----- 10 hours
- B. Loading and unloading materials and operation of vehicle ----- 580 hours

TOTAL HOURS -----1040 hours

TRUCK DRIVER – FUEL AND LUBRICANT SERVICE

General Description

- Drives truck to deliver gasoline, fuel oil, lubricating oil or liquefied petroleum
- Drives truck into position to load or distribute products.
- Connects hoses to tanks and opens valves.
- May start pump to fill tanks, read gauges or meters and record quantity loaded.
- May attach ground wire to truck.
- May lubricate parts and wearing surfaces of equipment as assigned.
- May require a commercial driver's license with proper endorsements depending on size/weight of truck or type of material transported.
- May service and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 1040 hours

I. Orientation and observation-----80 hours

- A. Instructions and observation
- B. Practical experience/applied techniques

II. Environmental considerations----- 25 hours

III. Safety associated with this operation-----35 hours

IV. Care and maintenance-----80 hours

- A. Routine fueling, lubricating, and service
- B. Minor repairs
- C. Operation adjustments
- D. Cleaning of equipment/vehicle and work area

V. Applicable work activities----- 820 hours

- A. Drives vehicle on/off highway
- B. Loads fuel and lubricants onto truck
- C. Connects hoses and open valves
- D. Starts pumps
- E. Reads gauges or meters and records quantity loaded
- F. Keeps inventory records
- G. Lubricates parts and wearing surfaces
- H. Changes filters
- I. Makes normal operation adjustments

TOTAL HOURS -----1040 hours

TRUCK DRIVER – HEAVY DUTY

General Description

- Operates heavy duty off-road earth or rock moving equipment, such as, but not limited to, Koehring Dumpster, Euclid (either back or bottom dump), International Payhauler, etc.
- May oil, grease, service, and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 1040 hours

I. Orientation and observation

- A. Safety procedures ----- 10 hours
- B. Observation (as a passenger) of machine in operation ----- 50 hours
- C. Starting and manipulating vehicle ----- 40 hours

II. Care and maintenance

- A. Safety procedures ----- 10 hours
- B. Routine fueling, lubricating, and servicing ----- 340 hours

III. Actual operation of equipment

- A. Safe operating procedures ----- 10 hours
- B. Loading and unloading materials and operation of vehicle ----- 580 hours

TOTAL HOURS -----1040 hours

TRUCK DRIVER – MULTI-REAR AXLE

General Description

- Operates multi-rear axle truck for transporting construction material, including pickup, water wagon, service truck, hoist truck, etc.
- May have various kinds of beds attached, such as dump, flat bed, water tank, etc.
- May pull semi-trailer or trailer.
- May oil, grease, service, and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 1040 hours

I. Orientation and observation

- A. Safety procedures ----- 10 hours
- B. Observation (as a passenger) of machine in operation ----- 50 hours
- C. Starting and manipulating vehicle ----- 40 hours

II. Care and maintenance

- A. Safety procedures ----- 10 hours
- B. Routine fueling, lubricating, and servicing ----- 340 hours

III. Actual operation of equipment

- A. Safe operating procedures ----- 10 hours
- B. Loading and unloading materials and operation of vehicle ----- 580 hours

TOTAL HOURS -----1040 hours

TRUCK DRIVER – SINGLE-REAR AXLE

General Description

- Operates single-rear axle truck for transporting construction material, including pickup, water wagon, service truck, hoist truck, etc.
- May have various kinds of beds attached, such as dump, flat bed, water tank, etc.
- May pull semi-trailer or trailer.
- May oil, grease, service, and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 520 hours

I. Orientation and observation

- A. Safety procedures ----- 5 hours
- B. Observation (as a passenger) of machine in operation -----20 hours
- C. Starting and manipulating vehicle ----- 15 hours

II. Care and maintenance

- A. Safety procedures ----- 5 hours
- B. Routine fueling, lubricating, and servicing -----35 hours

III. Actual operation of equipment

- A. Safe operating procedures ----- 5 hours
- B. Loading and unloading materials and operation of vehicle ----- 435 hours

TOTAL HOURS ----- 520 hours

WATER WAGON

General Description

- Operates self-propelled rubber-tired or tractor drawn unit known as a water wagon, water tanker, etc., primarily used to load, transport and deposit water onto materials for the purpose of controlling dust and achieving compaction.
- May oil, grease, service and make normal operating adjustments to equipment.
- May perform other related duties.

Training Outline

Approximate training time: 520 hours

I. Orientation and observation

- A. Safety procedures ----- 5 hours
- B. Observation (as a passenger) of machine in operation ----- 5 hours
- C. Starting and manipulating levers for moving equipment and attachments ----- 40 hours

II. Care and maintenance

- A. Safety procedures ----- 5 hours
- B. Routine fueling, lubricating and servicing ----- 35 hours

III. Actual operation of equipment

- A. Safe operating procedures ----- 10 hours
- B. Loading ----- 100 hours
- C. Spreading material ----- 320 hours

TOTAL HOURS ----- 520 hours

WEIGHER – TRUCK SCALES

*** “New Hire” Trainees Only ***

General Description

- Weighs materials in trucks prior to delivery.
- Records net and gross weight, truck number, and kind of materials.
- May issue weight tickets on certain types of scale equipment.
- May perform other related duties.

Training Outline

Approximate training time: 230 hours

I. Orientation and observation

- A. Safety procedures ----- 10 hours
- B. Observation of weighing trucks ----- 20 hours
- C. Observation of ticket writing----- 20 hours

II. Applied techniques of the trade

- A. Correct operating procedures ----- 20 hours
- B. Ticket writing and recapping tonnage reports ----- 40 hours
- C. Proper reporting of tonnage by type and weight-----40 hours

III. Actual operation of scales

Weighing trucks, writing tickets, recapping, reporting tonnage runs---- 80 hours

TOTAL HOURS -----230 hours

WELDER

General Description

- Operates both electric welding apparatus and acetylene welding apparatus.
- Fuses metal parts together using either arc welding process or oxy-acetylene method.
- Cuts, lays out, fits, and welds sheet metal, cast iron, and other metal or alloyed metal parts to fabricate or repair equipment.
- May perform other related duties.
- **NOTE: No functions that are required, by contract, to be done by a certified welder may be performed by the trainee, even if he is under the direct supervision of a certified welder.**

Training Outline

Approximate training time: 1040 hours

I. Orientation and observation

- A. Safety procedures ----- 5 hours
- B. Welding equipment----- 20 hours
- C. Materials selection ----- 20 hours
- D. Observation of welder-----20 hours

II. Applied techniques of the trade

- A. Safety procedures ----- 5 hours
- B. Acetylene cutting, brazing and welding----- 300 hours
- C. Electric cutting and welding-----300 hours

III. Actual welding operations

- A. Safe operating procedures----- 5 hours
- B. Cut, lay out, fit, and weld sheet metal, cast iron and other metal parts-----185 hours
- C. Fabricate and repair equipment-----180 hours

TOTAL HOURS ----- 1040 hours